

## ACC2 – Application for Amendment to Accredited Course

SECTION 1: Applicant's details			
1.1 Course owner			
Legal Entity/Individual who owns copyright:			
Trading name:			
Provider number (if RTO):			
1.2 Contact details			
Name:			
Street address:			
Postal address: (if different from street)			
Telephone:		Mobile:	
Email address:			

SECTION 2: Course details			
Course Code:		Course Title:	
Accreditation:	From ____/____/____ to ____/____/____ Please note that amending a course does not change its period of accreditation. Applications for amendment will not be accepted within 3 months of a course's expiry date.		

SECTION 3: Proposed amendments to course		
<i>Please select the option that best describes the proposed amendments.</i>		
<input type="checkbox"/>	Update to later versions of superseded training package units, where the units are <b>equivalent</b> (please provide details in Section 6)	No application fee or external review required
<input type="checkbox"/>	Update to later versions of superseded training package units, where the units are <b>not equivalent</b> (please provide details in Section 6)	Amendment application fee* and external review required
<input type="checkbox"/>	Addition or removal of unit/s from elective list	
<input type="checkbox"/>	Minor amendments to content or wording of unit/s that do not change the original intent or outcome	
<input type="checkbox"/>	Other minor amendments that do not change the original intent or outcome of the course (please provide details):	
		*Please see <a href="http://www.wa.gov.au/tac">www.wa.gov.au/tac</a> for current course accreditation fees.

**Please note** that changes significant enough to alter the original intent or outcome of the course are not considered amendments. For example (list is not exhaustive):

- Addition or removal of core or prerequisite unit/s
- Addition of new stream/s
- Changes to the number of units required for completion of the course
- Changes to the title or AQF level of the course
- Changes to assessment requirements (e.g. adding or removing mandatory workplace assessment)
- Changes to wording or content of unit/s that change the outcome (e.g. changing 'may' to 'must')

If you wish to make changes of this nature, you will need to submit a course reaccreditation application.

#### **SECTION 4: Rationale for proposed amendments to course**

*Please explain briefly why you are applying to amend the course.*

SECTION 5: Stakeholder involvement					
Please list the stakeholders consulted when determining that changes to the course were required. If more stakeholders were consulted, please include additional pages.					
Name		Organisation		Position	
Phone		Email			
Outline the feedback provided by this party					
Relevant industry experience and credentials related to the course					

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Phone		Email			
Outline the feedback provided by this party					
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**SECTION 5: Stakeholder involvement - *continued***

Name	Organisation	Position
Phone	Email	
Outline the feedback provided by this party		
Relevant industry experience and credentials related to the course		

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