

## Application to Develop Modules

**Note:** Before course components can be developed and submitted for accreditation in module format you must complete and submit this form to the TAC Secretariat via email to [TACCourseAccreditation@dtwd.wa.gov.au](mailto:TACCourseAccreditation@dtwd.wa.gov.au) .

### Overview

Accredited Courses are developed by packaging units of competency or modules into meaningful combinations that reflect the outcomes sought by the industry, enterprise, educational or community bodies consulted during the development stage. This can be done by:

- using units of competency sourced from one or more Training Packages
- developing units of competency where there are gaps
- developing modules comprised of learning outcomes if the course developer can justify to the accrediting body that units of competency are not appropriate, or
- a combination of these approaches.

### Approval for module development

If the course proposal is for a course that does not have intended vocational outcomes, and as the course developer you believe it will not be possible to write the entire course or part thereof in a competency-based format, **permission must be sought from the Training Accreditation Council to develop modules for inclusion in the course prior to their development.**

Courses may be part modules and part units of competency. Justification for the request must be provided. Granting permission for the development of modules is at the sole discretion of the Council.

### Applications for re-accreditation of courses containing modules

You must request approval and justify the need for modules to be included in any course, including those that have been accredited previously. The fact that modules were accredited in the past is not sufficient justification for approval to be granted. You must establish to the satisfaction of the Training Accreditation Council that the review you conducted prior to applying for re-accreditation confirmed that no new units on TGA ([training.gov.au](http://training.gov.au)) are available to use and that it is not possible to re-develop previous module outcomes as units of competency.

### Modules

A module relates to a specific area of learning at a given level of knowledge or skills performance, and is made up of a number of learning outcomes and assessment criteria. It is complete in itself and directly aligned to the stated educational, community or legislative outcomes of its course. Modules do not have direct industry, occupational or vocational outcomes as these are reflected in units of competency.

The fact that an accredited course will be knowledge-based does not mean that it cannot be developed in a competency-based format.

Although the majority of Training Package units of competency have direct vocational outcomes, there are also many examples now of industry and preparatory units of competency that are knowledge and/or skills based. One example is the construction 'White Card' *CPCCWHS1001 Prepare to work safely in the construction industry* which has knowledge outcomes which must be identified and explained. This unit is clearly aligned to industry requirements but is knowledge-based.

## Educational, community or legislative outcomes

If a course has educational, community or legislative outcomes and no intended vocational outcomes, the development of units of competency may not be possible. However the entire course should not be developed as modules if some units of competency are possible e.g. an accounting course with largely theoretical learning components but some vocational outcomes where knowledge is applied to preparing balance sheets or financial reports. In this case a combination of units and modules would be required.

## Types of courses that might contain modules

The following table provides guidance on the types of courses that might contain modules.

**Please complete the table** to assist in confirming whether your course could potentially contain some or all modules or whether you should develop the course in unit of competency format.

Keep in mind, however, that there are already many accredited courses that also have the following purposes or content but have been developed in unit of competency format.

Course developers are always free to submit a course with educational rather than vocational outcomes in an outcomes-based format using the unit of competency template, rather than seeking approval to develop learning modules.

The proposed course:	Relevance to proposed course		
	Yes	No	N/A
<ul style="list-style-type: none"> <li>▪ has educational outcomes related to a particular area of study (e.g. politics, philosophy, law)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ has community outcomes (e.g. a focus on life skills for effective participation in community life)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ focuses on mastery of theoretical concepts</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ covers regulatory, legislative or licensing requirements</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ develops cognitive rather than practical skills and behaviours (e.g. developing the skills for reading, learning, remembering, reasoning, problems solving, visual or spatial perception)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ comprises language, literacy and numeracy skills for personal development or as a pathway to further learning</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ focuses on study skills</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ focuses on language skills (English as a second or other language; learning a second language)</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ is a bridging course to develop the required levels of secondary school English and Mathematics for entry to higher education or vocational courses</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ develops academic skills as preparation for entry into higher education</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ provides supported learning experiences for students with educational support needs, as a pathway to formal course entry</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ develops cognitive, linguistic and social skills</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▪ other</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Course Specifications

Course Code:

Course Title:

Application Type:

Accreditation

Re-accreditation: National Code:

Expiry date:

## Copyright Owner and Course Information

### 1. Copyright Owner of the Course

Legal Entity/Individual  
who owns copyright:

Trading name:

Provider number (if RTO):

### 2. Copyright Owner's Details

Name of person:

Street address:

Postal address:  
(if different from street)

Telephone:

Email address:

### 3. Course Details

Intended course outcomes

Does the course fall within the industry coverage of a national Skills Services Organisation (SSO) and/or Western Australian Training Council?

No  Yes, please specify

The course is made up of  Modules only  Both Units of Competency and Modules

Please list the Course Modules for which you are seeking approval and provide a justification for each one to show why a unit of competency cannot be developed. Add extra rows in the following table as needed.

**Module Details and Justification**

<b>Module Name</b>	<b>Justification</b>	<b>Office use only</b>

**Details of person completing this form**

Signature:	
Name:	
Position:	
Phone:	
Email:	
Date:	