

The Course Accreditation Process

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What will be discussed

- What is Accreditation?
- Who can accredit a course?
- User guides and application forms
- The stages for accrediting a course

What is Accreditation?

There are two ways to achieve national recognition



Who can have a course accredited?



Two Accreditation Guides

- [ACC Course Accreditation Guide](#)
- [ACCREACC Course Reaccreditation Guide](#)

Six (6) forms related to Accreditation

- [ACC1 Application for Course Accreditation](#)
- [ACC2 Application for Course Reaccreditation](#)
- [ACC3 Application to Develop Modules](#)
- [ACC4 Application for Amendment to Accredited Course](#)
- [ACC5 App Notification of Transfer Acc Course Ownership](#)
- [ACC6 Application for Extension of Course Accreditation](#)

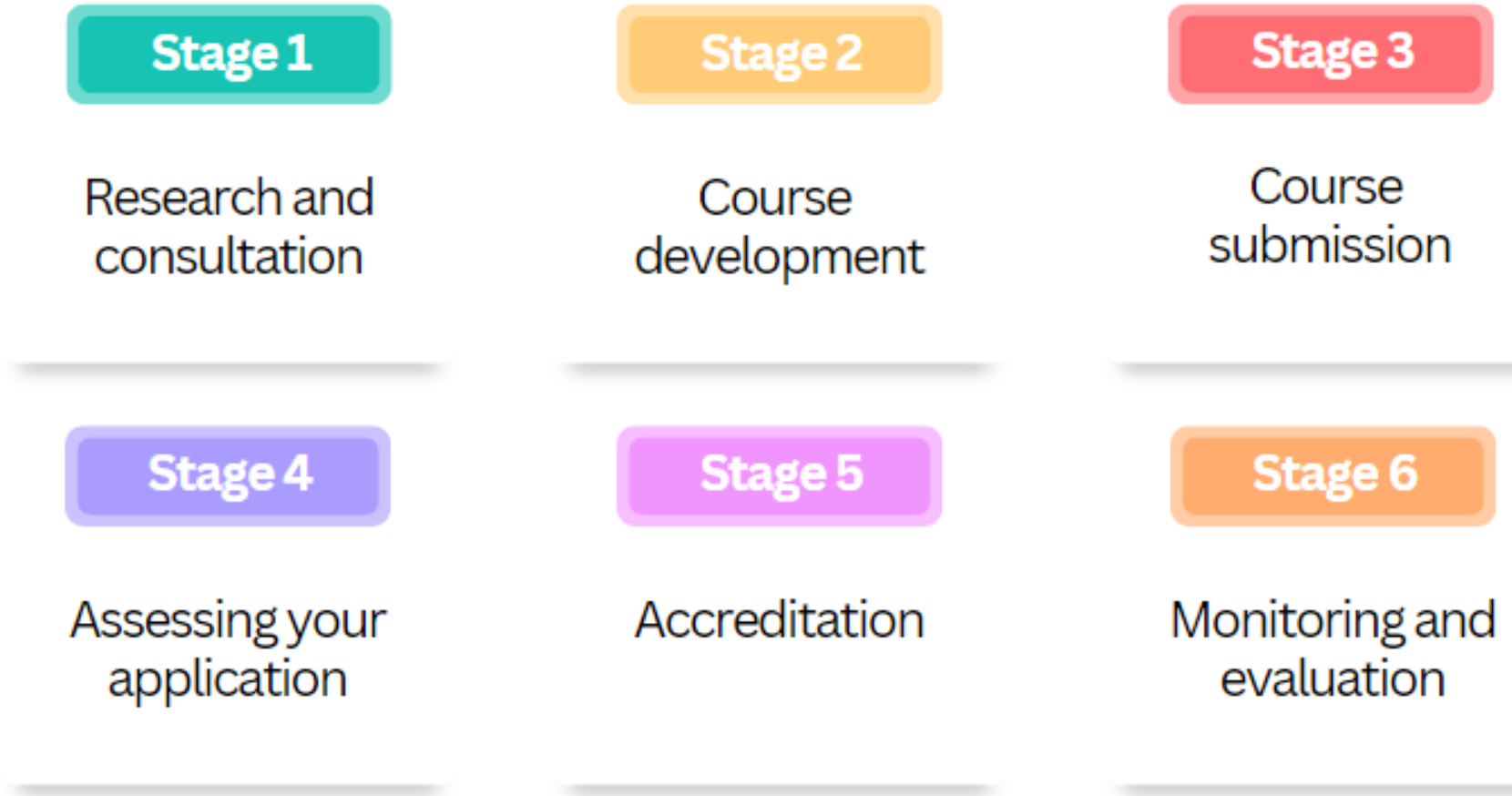
Attachments to ACC1 and ACC2

- A – Full details of stakeholders
- B – Duplication research
- C – WA ITC engagement
- D – JSC engagement
- E – AQF alignment
- F – Evidence Checklist

Two Accreditation templates

- ACCTEM1 [Accredited Course Document Template](#)
- ACCTEM2 [Qualification Outline Template](#) (optional)

The Stages of Course Accreditation



Research and Consultation

- Identify the need for the course
- Identify and consult with stakeholders
- Identify the intended outcomes
- Conduct market research to determine feasibility

What can an accredited course consist of?

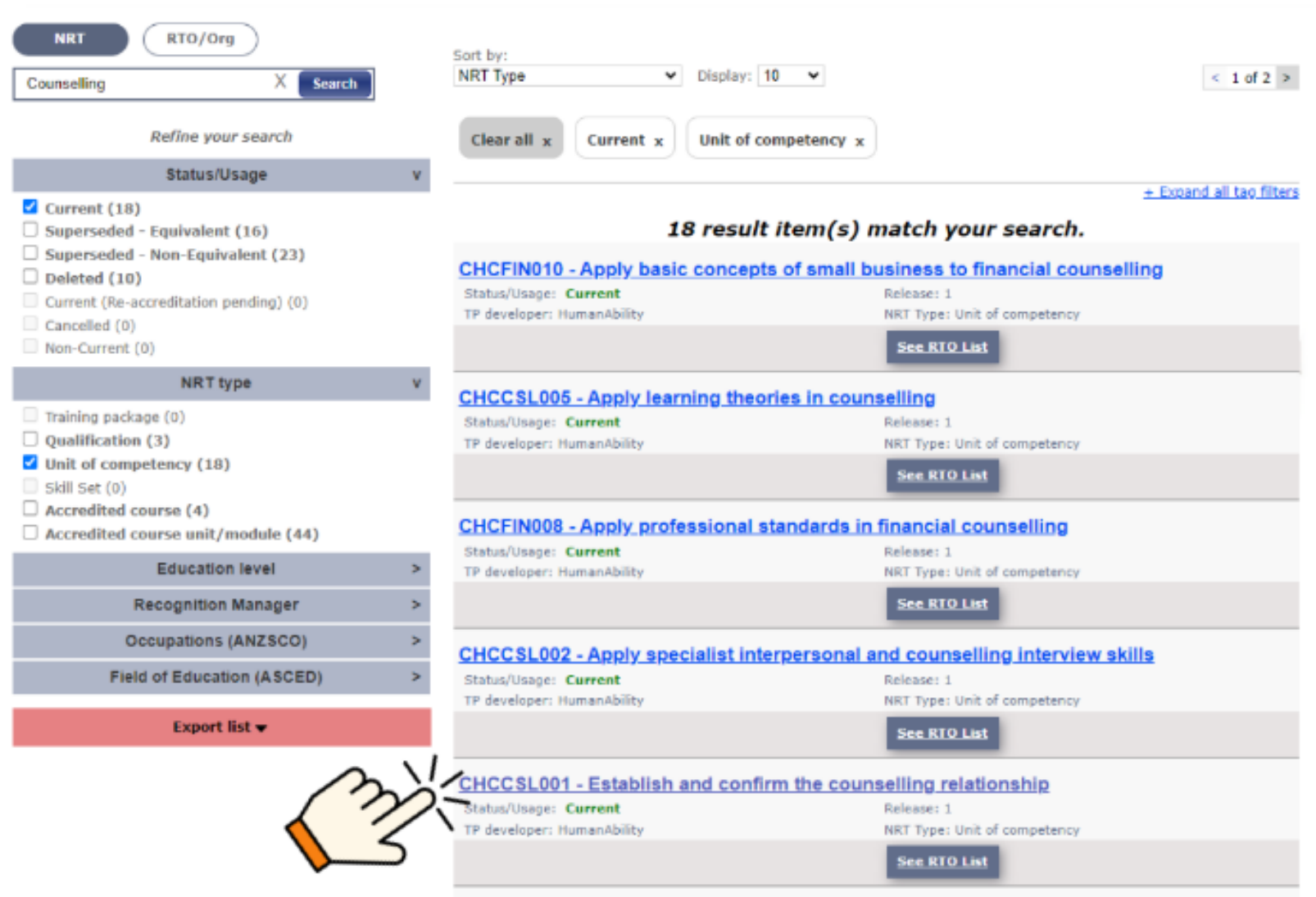
- Units of Competency from Training Packages
- Units of Competency developed for the course
- modules comprised of learning outcomes
- a combination of these approaches.

Ensure the course does not duplicate outcomes of existing Training Package units, qualifications, skill sets of accredited courses

Stage 1

Research to avoid duplication

www.training.gov.au



The screenshot displays the training.gov.au search interface. On the left, there are filters for 'Status/Usage' (Current, Superseded - Equivalent, Superseded - Non-Equivalent, Deleted, Current (Re-accreditation pending), Cancelled, Non-Current) and 'NRT type' (Training package, Qualification, Unit of competency, Skill Set, Accredited course, Accredited course unit/module). Below these are expandable sections for 'Education level', 'Recognition Manager', 'Occupations (ANZSCO)', and 'Field of Education (ASCED)'. A red 'Export list' button is at the bottom left. The main search area shows 'Counselling' as the search term, with 'Sort by: NRT Type' and 'Display: 10' options. A 'Clear all' button and active filters 'Current' and 'Unit of competency' are shown. The results section indicates '18 result item(s) match your search.' and lists five units of competency: CHCFIN010, CHCCSL005, CHCFIN008, CHCCSL002, and CHCCSL001. Each entry includes its title, status (Current), release date (1), and developer (HumanAbility), with a 'See RTO List' button.

Refine your search

Status/Usage

- ☒ Current (18)
- ☐ Superseded - Equivalent (16)
- ☐ Superseded - Non-Equivalent (23)
- ☐ Deleted (10)
- ☐ Current (Re-accreditation pending) (0)
- ☐ Cancelled (0)
- ☐ Non-Current (0)

NRT type

- ☐ Training package (0)
- ☐ Qualification (3)
- ☒ Unit of competency (18)
- ☐ Skill Set (0)
- ☐ Accredited course (4)
- ☐ Accredited course unit/module (44)

Education level >

Recognition Manager >

Occupations (ANZSCO) >

Field of Education (ASCED) >

Export list ▼

Sort by: NRT Type Display: 10 < 1 of 2 >

Clear all x Current x Unit of competency x

[+ Expand all tag filters](#)

18 result item(s) match your search.

CHCFIN010 - Apply basic concepts of small business to financial counselling

Status/Usage: **Current** Release: 1
TP developer: HumanAbility NRT Type: Unit of competency
[See RTO List](#)

CHCCSL005 - Apply learning theories in counselling

Status/Usage: **Current** Release: 1
TP developer: HumanAbility NRT Type: Unit of competency
[See RTO List](#)

CHCFIN008 - Apply professional standards in financial counselling

Status/Usage: **Current** Release: 1
TP developer: HumanAbility NRT Type: Unit of competency
[See RTO List](#)

CHCCSL002 - Apply specialist interpersonal and counselling interview skills

Status/Usage: **Current** Release: 1
TP developer: HumanAbility NRT Type: Unit of competency
[See RTO List](#)

CHCCSL001 - Establish and confirm the counselling relationship

Status/Usage: **Current** Release: 1
TP developer: HumanAbility NRT Type: Unit of competency
[See RTO List](#)

Stage 1

Research to avoid duplication

[Home](#) > [Training](#) > CHCCSL001

Unit of competency details

CHCCSL001 - Establish and confirm the counselling relationship (Release 1)

[Export summary to Word](#)
[Export summary to PDF](#)
[Notify me of changes](#)

Training packages that include this unit

Code	Title	Release
CHC	Community Services	3.0-9.3
HLT	Health	3.0-8.0

Qualifications that include this unit

Code	Title	Usage Recommendation	Release
CHCS1122	Diploma of Financial Counselling	Current	1
HLTS0113	Diploma of Aboriginal and/or Torres Strait Islander Primary Health Care	Superseded	5-6
CHCS2015	Diploma of Community Services	Superseded	2-3
CHCS3315	Diploma of Mental Health	Current	2
CHCS2115	Diploma of Community Development	Superseded	2
CHCS2121	Diploma of Community Development	Current	1
CHC42315	Certificate IV in Chaplaincy and Pastoral Care	Current	2-3
CHCS3215	Diploma of Alcohol and Other Drugs	Current	2-3
CHCS2021	Diploma of Community Services	Current	1
CHCS1015	Diploma of Counselling	Current	1

Items per page 10 | 20 | 50 | 100

Displaying items 1 - 10 of 12

Accredited courses that have this unit in the completion mapping

Code	Title	Status
10974NAT	Diploma of Clinical Hypnotherapy	Current
10701NAT	Advanced Diploma of Transpersonal Therapy	Non-Current
11061NAT	Diploma of Ageing and Pastoral or Spiritual Care	Current
10763NAT	Certificate IV in Nutrition	Non-Current
10813NAT	Certificate IV in Bereavement Support	Current
11154NAT	Advanced Diploma of Aboriginal Specialist Trauma Counselling	Current



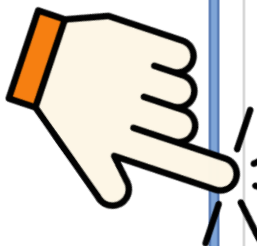
Stage 1

Research to avoid duplication

Accredited course details

11154NAT - Advanced Diploma of Aboriginal Specialist Trauma Counselling

Completion mapping



Code	Title	Status/Usage	Start date	End date
NAT11154001	Provide specialist counselling skills within an Aboriginal Healing Framework	Current	01/Jan/2023	
NAT11154002	Provide specialist counselling to children and young people affected by child sexual assault	Current	01/Jan/2023	
NAT11154003	Provide specialist counselling to children and young people affected by abuse and neglect	Current	01/Jan/2023	
NAT11154004	Provide specialist counselling to individuals affected by domestic family violence	Current	01/Jan/2023	
NAT11154005	Provide specialist counselling to adult survivors of child sexual assault	Current	01/Jan/2023	
NAT11154006	Provide specialist counselling to individuals affected by adult sexual assault	Current	01/Jan/2023	
CHCCSL001	Establish and confirm the counselling relationship	Current	01/Jan/2023	
CHCPRP003	Reflect on and improve own professional practice	Current	01/Jan/2023	
CHCCSL005	Apply learning theories in counselling	Current	01/Jan/2023	
CHCCSL007	Support counselling clients in decision-making processes	Current	01/Jan/2023	



Items per page 10 | 20 | 50 | 100

Displaying items 1 - 10 of 12

Course Development

- Reflect the requirements of industry, potential employers, educational or community organisations
- Provide performance and knowledge outcomes required
- Consider the needs of learners
- Determine course structure, rules and AQF level
- Recognition of Units of Competency and outcomes
- Continue building on preliminary research to determine acceptable mode/s of delivery and assessment
- In line with the *AQTF2021 Standards for Accredited Courses* and sections of the *Standards for Training Packages*

What is a Unit of Competency?

From the *AQTF2021 Standards for Accredited Courses*:

- Competency means the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
- A Unit of Competency is the specification of the standard of performance required in the workplace as defined in a VET accredited course or Training Package.

Components of a Unit of Competency

- Unit code, Unit title and Application section
- Prerequisite units (optional component)
- Competency Field (ASCED Code) and Unit Sector (optional)
- Elements and related Performance Criteria
- Foundation Skills, if not already explicit
- Range of conditions (optional component)
- Unit mapping information
- Assessment Requirements:
 - Performance evidence, Knowledge evidence and Assessment conditions



TAC Unit of
Competency
Template

Access and Equity Requirements



- Plain language
- Adaptability
- Inclusive language
- Reasonable adjustment
- Flexibility in assessment options
- Culturally specific competencies
- Recognise diversity

Stage 3

Course Submission

The image shows three overlapping forms from the Training Accreditation Council (TAC) Western Australia. The top form is the 'Accredited Course Document' (Template ACCTEM1). Below it are two application forms: 'ACC2 - Application for Course Reaccreditation' and 'ACC1 - Application for Course Accreditation'. The ACC1 form is the most prominent and shows sections for 'Applicant details', 'Proposed course details', and 'Course development'. The 'Applicant details' section includes fields for Title, Surname, Position, Organisation, Email, Street address, Postal address, Day-to-day contact name, Telephone, and Position. The 'Proposed course details' section includes fields for Title of proposed course and Intended outcomes of proposed course. The 'Course development' section includes fields for Document title, Version, Date created, and Document number.

- ACC1 Application for Course Accreditation or ACC2 Application for Course Reaccreditation
- Accredited Course Document with embedded Units of Competency and/or Modules (if applicable and pre-approved)
- Supporting evidence as per the checklist
- Accreditation fee

Accreditation Application Fees

Type	Fees effective from 1 August 2014	
Application for accreditation/ reaccreditation of a course	\$8,070	includes: •Courses at AQF Level 1 (Certificate I) and above •Short courses that do not have the breadth and depth to meet the AQF(Course In...)
Amendment to accredited course	\$2,290	Per course <i>Please note where the amendment involves updates to imported units from training packages that are deemed equivalent, the amendment will be processed without an application fee.</i>
Please note: All fees are non-refundable and exclude GST		

Assessing your application

- Accreditation submission assessed against the *AQTF2021 Standards for Accredited Courses* and the requirements in the TAC templates
- Compliant – application will be submitted to the next Council meeting
- Non-compliant – 20 working days to provide extra evidence

Accreditation

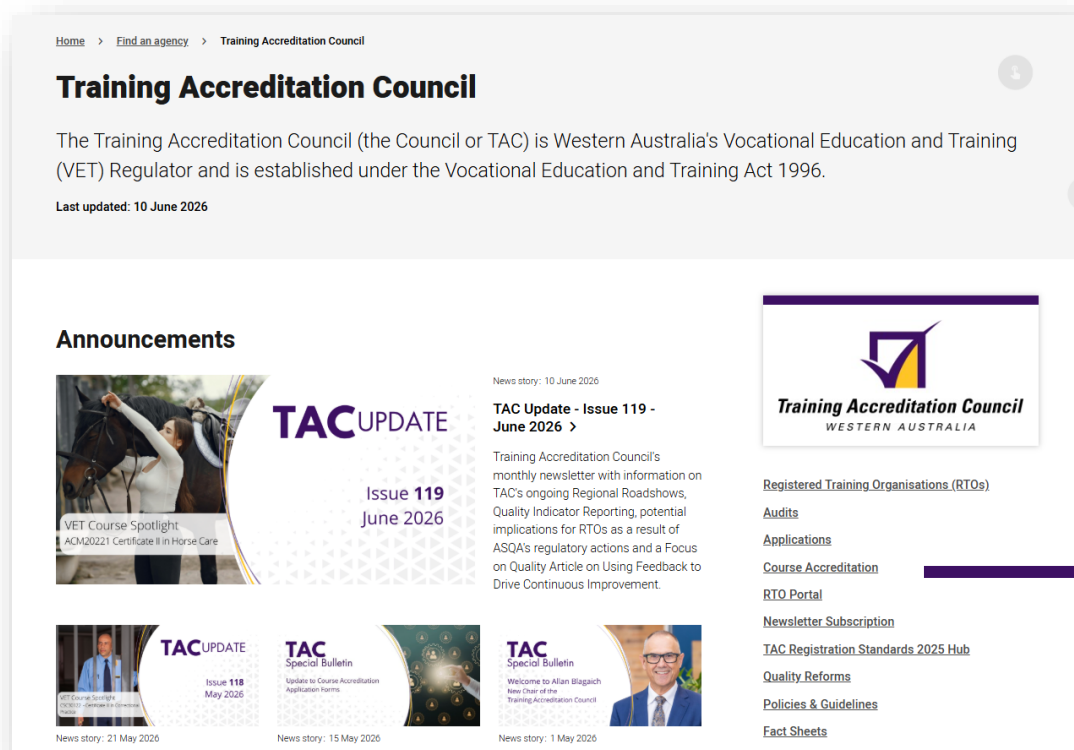
- Granted for up to 5 years
- Letter and certificate specifying details of accreditation
- Allocated national code and listed on the National Register
- Delivery and assessment by RTOs once the course is added to their scope.



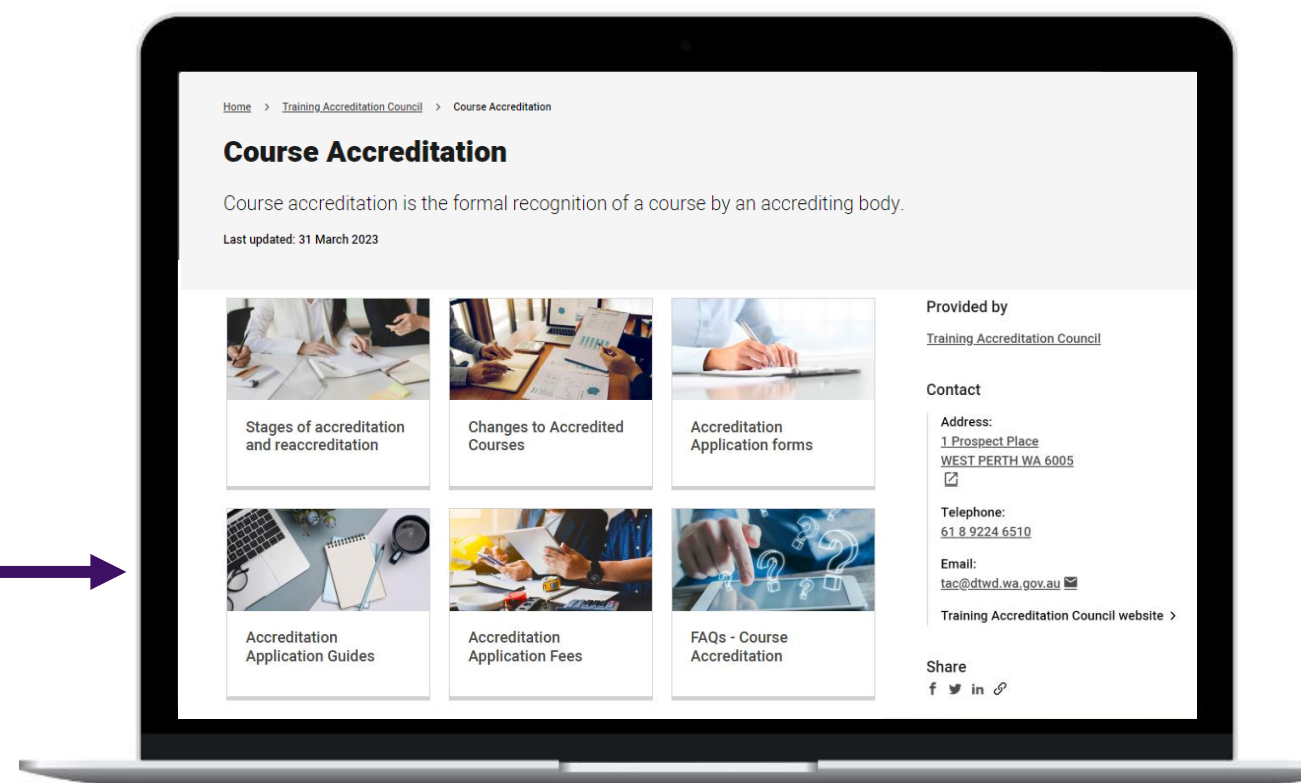
Ongoing monitoring & evaluation

- Ongoing monitoring and evaluation process identified in the Accredited Course Document
- Completion of TAC's biennial survey (every 2 years)
- Opportunity for review to ensure currency and relevance of the course
- Inform TAC of any changes via ACC4 Application for Amendment to Accredited Course
- Major changes that affect outcome may require reaccreditation

Further Information



[wa.gov.au/tac](https://www.wa.gov.au/tac)



<https://www.wa.gov.au/organisation/training-accreditation-council/course-accreditation>

Feedback

TAC Education Program - The
Course Accreditation Process - 19
June 26



Or use Link: <https://forms.office.com/r/rwFy9Kpf7K>

Contact TAC

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 wa.gov.au/tac



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