# **Course Document – Name of Course**

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| **Office use only** |
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| **Course Specifications** | | | | | |
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| Application Type: |  | | Accreditation | | |
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|  |  | | Re-accreditation: National Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
|  |  | | Expiry date: \_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_ | | |
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| **Section A: Copyright and course classification information** | | | | | |
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| **1. Copyright owner of the course** | | | | | |
| Legal Entity/Individual who owns copyright: | | Provide the name of the legal entity or individual who is applying for accreditation of the course. | | | |
| Trading name: | |  | | | |
| Provider number (if RTO): | |  | | | |
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| **2. Copyright owner’s details** | | | | | |
| Name of person: | | Provide both the ongoing organisation contact details and the day to day contact details where these are different. | | | |
| Street address: | |  | | | |
| Postal address:  (if different from street) | |  | | | |
| Telephone: | |  | | | |
| Email address: | |  | | | |

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| **3. Copyright acknowledgement**  *Confirm you have received copyright clearance for any copyright material included in your course, if applicable. Please attach the letter containing the copyright clearance.* |

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| **4. Licensing and Franchising**  *Indicate if this course may be used under license or franchise and if relevant, state requirements for use by other providers. Provide contact details for these arrangements.* |

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| **5. Course accrediting body**  Training Accreditation Council Western Australia |

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| **6. AVETMISS Information**  *Provide AVETMISS classification codes that describe the occupational group and the field of education for which the course is intended.* | |
| **ANZSCO Code** *(***Occupational Type***)*:  (*Australian and New Zealand Standard Classification of Occupations*)  Refer to codes on the NCVER Portal at: <https://www.ncver.edu.au/rto-hub/statistical-standardsoftware/anzsco-identifier,-revision-2-occupation/> | Insert 6-digit code and description  *(e.g. 111211 Corporate General Manager)* |
| **ASCED (Field of Education)**:  (*Australian Standard Classification of Education*)  Refer to codes on the NCVER Portal at: <https://www.ncver.edu.au/rto-hub/statistical-standard-software/program-fieldof-education-identifier/> | Insert 4-digit code and description  *(e.g. 0619 Complementary Therapies)* |

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| **Section B: Course Information** |
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| **1. Nomenclature** | |
| 1.1 Name of the qualification: | ***(Standard 4.1 for accredited courses)***  *State the name of the qualification or ‘Course in …’.*  *Courses that lead only to a Statement of Attainment must commence with ‘Course in’.*  *The name of the qualification or ‘Course in …’ must not duplicate the name of a Training Package qualification, skill set or accredited course.*  *It must comply with the length specified in AVETMISS (no more than 100 characters including spaces).* |
| 1.2 Nominal duration of the course: | ***(Standard 5.8 for accredited courses)***  *State the nominal duration of the course in hours.*  *The nominal duration refers to structured/supervised training only, including both delivery and assessment. Do not include unstructured/unsupervised learning (assignments, projects, research, private study, etc.) in this total – this will form part of 4.1 Volume of Learning.*  *You may use a range of hours if there is some flexibility in the course structure.* |
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| **2. Vocational or educational outcomes of the course** | |
| 2.1 Outcome(s) of the course: | ***Standard 5.1 for Accredited Courses***  *State the intended vocational or educational outcomes of the course in concise and specific terms.*  *e.g. This course is intended to provide participants with the knowledge and skills to perform the following tasks associated with [occupation/field]:* |
| 2.2 Course description: | ***Standard 5.1 for Accredited Courses***  *Provide a short description outlining the course. This description will be published on the National Register (training.gov.au)* |
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| **3. Development of the course** | |
| 3.1 Industry, education, legislative, enterprise or community needs: | ***Standards 4.1, 5.1, 5.2, 5.3, and 5.4 for Accredited Courses***  *Provide a concise summary of evidence of industry, education, legislative, enterprise or community need and support for the course.*  *Summarise the consultation and validation process.*  *Identify the major client and/or industry groups.*  *Provide a summary of the process you have used to determine that the course does not duplicate an existing Training Package qualification, skill set or accredited course .*  *Include the following statement:*   * This course does not duplicate, by title or coverage, the outcomes of an endorsed Training Package qualification, skill set or accredited course. |
| 3.2 Review for re‑accreditation:  *Optional – please delete this section if it does not apply.* | ***Standards 5.1, 5.2, 5.3 and 5.4 for Accredited Courses***  *If applying for re-accreditation, provide details of the review process, including details of how the outcomes of the review have been taken into account in the revised course.*  *Do not include specific details of changes to units and modules in this section, as these should be included in the Equivalence Mapping section later in this document.*  *Include a table that clearly maps the existing course structure against the new course structure*  *Include a statement that clearly states whether the course replaces the previous accredited course and state whether it is equivalent or not equivalent to that course.*  *Detail any transition arrangements from the existing course to the new course for learners currently enrolled in the existing course. This must be consistent with the requirements for transition of training products in the Standards for Registered Training Organisations (RTOs) 2015.* |
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| **4. Course outcomes** | |
| 4.1 Qualification level: | ***Standard 5.5 for Accredited Courses***  *Using specific examples, describe how the intended course outcomes are consistent with the AQF level criteria and qualification type descriptors for the course, in the context of the proposed level for the course. Refer to* [*www.aqf.edu.au*](http://www.aqf.edu.au)*.*  *State the volume of learning required to achieve the outcomes of the course. Volume of learning is a notional duration of all teaching, learning and assessment activities required to be undertaken by a typical student to achieve the specified learning outcomes. The total volume of learning of a course includes learning that is structured/ supervised (nominal duration) and unstructured/unsupervised such as self-study or practising skills.*  *Volume of learning is expressed in equivalent full-time years (1200 hours for each full-time year), and must meet the specifications set out in the AQF for the course’s level. Refer to* [*www.aqf.edu.au*](http://www.aqf.edu.au)*.* |
| 4.2 Foundation Skills: | ***Standard 5.6 for Accredited Courses***  *The following statement must be included:*  Foundation skills applicable to the outcomes of this course are identified in the units of competency.  *If the course leads to a Statement of Attainment (eg Skill Set or ‘Course in …’) this is optional.* |
| 4.3 Recognition given to the course (if applicable): | ***Standard 5.7 for Accredited Courses***  *State the recognition given to the course by professional or industry bodies, if applicable (for example, by granting membership).* |
| 4.4 Licensing or regulatory requirements (if applicable): | ***Standard 5.7 for Accredited Courses***  *State the extent to which the course satisfies licensing or regulatory requirements, if applicable.* |
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| **5. Course rules** | |
| 5.1 Course structure | ***Standards 5.8 and 5.9 for Accredited Courses***  *Course structure must be presented in table format or as a combination of text and table, including information on prerequisites, sequencing and nominal hours.*   1. *Outline the structure of the course and rules for completion.  Course structure will reflect the intended skill and knowledge outcomes of the course and may be:*  * *core only* * *core and electives* * *core and specialisations* * *core, specialisations and electives* * *electives only*  1. *Any exit points from the course that provide for vocational or educational outcomes should be identified.* 2. *Include a statement that a Statement of Attainment will be issued for any unit of competency or module completed if the full qualification is not completed.* 3. *The structure is accredited in its own right and assigned a National Register course code.* |
| 5.2 Entry requirements | ***Standard 5.11 for Accredited Courses***   1. *Describe entry requirements essential to the course. Wherever possible, these should be expressed in terms of competencies.*   *Limitations to entry must be justified.*   1. *Guidance on foundation skills, such as language, literacy, numeracy and/or digital literacy skills to support participants to achieve competence in the course outcomes may be included here.* |
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| **6. Assessment** | |
| 6.1 Assessment requirements | ***Standards 5.12 for Accredited Courses***   1. *Describe the course assessment requirements in terms of how assessment must effectively judge participants’ achievement of outcomes.*   *Outline the approach to assessment and evidence gathering to be followed by an RTO registered to deliver the course, including any mandated and/or recommended modes of assessment. This must be consistent with the assessment conditions for each unit of competency in the course.*   1. *Describe how the assessment approach will be consistent* *with the RTO Standards or their successor and identify course assessment requirements which:*    * *are consistent with the assessment requirements in the relevant endorsed or accredited training product(s) where units of competency or modules are used*    * *ensure that workplace and regulatory requirements, where relevant, are met*    * *justify mandatory workplace assessment, or assessment through simulation if these are to be used and include advice on how they may be achieved*    * *identify any special arrangements that may facilitate Recognition of Prior Learning.*   *Note: Please do not provide information about specific assessment strategies in this section – this will be covered in the training and assessment strategy of an RTO seeking to deliver the course.* |
| 6.2 Assessor competencies | ***Standard 5.14 for Accredited Courses***   1. *Ensure compliance with the RTO Standards or their successor, in setting out the requirements for the competence of staff assessing the course and provide guidance on the vocational competency requirements for assessors.* 2. *Justify any specialist vocational competency requirements for assessors in addition to the requirements for assessors in the RTO Standards or their successor.* 3. *For units of competency imported from Training Packages or accredited courses, assessors must meet the requirements for assessors specified in those Training Packages or accredited courses.*   *Note: Please do not provide information about specific assessors in this section – your role as the course owner is only to set out the competency requirements of the course. An RTO seeking to deliver your course will then demonstrate how each of its staff members meet these requirements as part of the registration process.* |
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| **7. Delivery** | |
| 7.1 Delivery mode | ***Standards 5.12 and 5.14 for Accredited Courses***   1. *Identify and justify any delivery modes essential to this course, particularly work placements or on-the-job training.* 2. *Identify and justify any limitations to the delivery modes that may be chosen for this course.* 3. *Identify any educational support mechanisms essential for maximising participants’ completion of the course.* 4. *Indicate how the course may be varied to reflect the needs of learner groups through the contextualisation of unit content or delivery.* |
| 7.2 Resources | ***Standard 5.14 for Accredited Courses***   1. *Provide details of specialised facilities and equipment essential for the delivery of the course.*   *Note: Please do not provide information about specific facilities and equipment in this section – your role as the course owner is only to set out the resource requirements of the course. An RTO seeking to deliver your course will then demonstrate its resources meet these requirements as part of the registration process.*   1. *Identify the vocational competency requirements for trainers delivering the course, in line with the RTO Standards or their successor. Justify any requirements beyond those of the RTO Standards or their successor.* 2. *For units of competency imported from Training Packages or accredited courses, trainers must meet the competency requirements for trainers specified in those Training Packages or accredited courses.*   *Note: Please do not provide information about specific trainers in this section – your role as the course owner is only to set out the competency requirements of the course. An RTO seeking to deliver your course will then demonstrate how each of its staff members meet these requirements as part of the registration process.* |
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| **8 Pathways and Articulation** | |
| 8.1 Pathways and articulation | ***Standard 5.10 for Accredited Courses***   1. *Provide details of potential pathways for course participants, both into the course and into other VET and higher education courses on completion, including details of any formalised articulation and/or credit transfer arrangements.* 2. *If this course contains nationally endorsed units of competency, identify any connections with other Training Package qualifications that are relevant to vocational pathways for course graduates.* |
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| **9. Ongoing monitoring and evaluation** | |
| 9.1 Ongoing monitoring and evaluation | ***Standard 5.15 for Accredited Courses***   1. *Describe the specific arrangements that the copyright owner proposes to use for monitoring and evaluating the course to maintain its relevancy and currency.* 2. *Identify how this will ensure the course remains up to date and consistent with the needs of industry and its target audience. Include, at a minimum:*  * *Stakeholders who will be involved;* * *The process to be undertaken;* * *When monitoring and evaluation will take place; and* * *How the results will be used.*   *Note: This section refers only to the ongoing relevancy and currency of the design and outcomes of the course throughout the period of accreditation. It does not refer to monitoring and evaluating the delivery of the course by an RTO.*   1. *Confirm that significant changes to the course resulting from course monitoring and evaluation procedures will be notified to the Training Accreditation Council.* |

**Equivalence mapping of revised units/modules (for course reaccreditation only – delete if not applicable)**

When reaccrediting a course, the course owner is required to provide sufficient information to help users understand the new course’s relationship to its predecessor. A mapping of the revisions that have been made and the equivalence status of the course and units of competency/modules must be sufficient for users to see exactly what has changed and understand any impact on resourcing, delivery and assessment or job roles.

Please use the table below to comment on the changes to the course outcomes and indicate the equivalence status of the individual units/modules.

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| This course is **Equivalent/Not Equivalent** to its predecessor, Course code Course title.  Please provide a summary of the changes between this course and its predecessor in this space, if these are not explicitly identified at unit level in the table below (e.g. changes to packaging rules or delivery modes).  Please refer to the table below for equivalence mapping at unit/module level.  **E** = Equivalent – outcomes of current and reviewed course/unit/module are equivalent  **N** = Not Equivalent – outcomes of the current and reviewed course/unit/module are not equivalent  **N/A** = Not applicable – unit/module is new or deleted and not replaced | | | |
| Previous unit | Revised/new unit | Comments about revisions | E, N, N/A |
| E.g. SBMSTO101A Cooperate in a small team | SBMSTO102B Cooperate in a team | Change of title. Required skills updated to reflect the true focus of the unit. | *E* |
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| **Section C: Units of Competency/Modules contained in the course** |
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Section C of the course document consists of the units of competency making up the course (or modules, where relevant).

The following must be included:

1. A list of the codes and titles of units of competency imported from Training Package(s) and/or accredited courses.   
   *(Note: the code and title of the units must be current and an exact match of the title and code used in the Training Package(s) and/or accredited course(s)*.

AND/OR

1. The units of competency developed for the course, which comply with the requirements outlined in the unit of competency and assessment requirements template.

*(Note: a copy of the AQTF2021 Standards for Accredited Courses and a unit of competency template are available from the TAC website).*

AND/OR

1. Modules for the course   
   *(Note: Modules may be included where the copyright owner establishes a case to the satisfaction of the Training Accreditation Council, prior to development, that explains the need for modules and why it is not possible to develop appropriate units of competency (see Standard 5.4). Applicants must complete an application for approval to develop modules and consult with TAC prior to development of the course. A module template is available from the TAC website).*

In the following table, please list all units and/or modules contained in the course. You may add or delete table rows as required.

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| Unit code | Unit title | Core/Elective |
| e.g. SBMSTO102B | Cooperate in a team | Core |
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Please note that full copies of the units/modules that make up your course must be submitted with your application. You may also submit a Qualification Descriptor should you wish to do so.

If your course is accredited, these documents will be attached to this course document for watermarking.