



A copy of the Accreditation Evaluation Report is enclosed for your records.

A final electronic copy of the course is attached.

Period of accreditation

The course is accredited for 5 years, commencing on 1 September 2014, and expiring on 31 August 2019.

Conditions imposed on the accreditation of this course

The Australian Skills Quality Authority (ASQA) may impose conditions on the accreditation of an accredited course. Such conditions may be imposed at the time of accreditation or be imposed or varied at any other time during the period of accreditation of the course.

There are **no** conditions currently imposed on the accreditation of this course.

Your obligations as a course owner

The *Standards for VET Accredited Courses* impose a number of obligations on you, as a course owner, throughout the course accreditation period.

1. Ongoing monitoring and evaluation

You must monitor and evaluate the course in accordance with the process outlined in the accredited course document. Records of monitoring and evaluation activities should be retained. The course must continue to comply with the standards throughout the period of accreditation.

2. Amendments to the course

You must apply to ASQA to make any amendment to the course and, if required, provide any relevant material to enable ASQA to confirm that the course remains current and relevant and that it continues to comply with the relevant standards for the accreditation of courses. Proposed significant changes will result in the need to apply for accreditation of a new course. Following the approval of any changes to the course, you must advise registered training organisations that you have licensed/franchised to deliver the course of changes made as a result of monitoring and evaluation and any other changes to the course, such as its accreditation status and date of expiry.

Please note that ASQA may, on its own initiative and under certain circumstances, amend the course. You will be advised of any intention to do so.

3. Other obligations

You must not make any misleading statement regarding the accredited course and if required, will participate in strategic evaluations initiated by ASQA, the Ministerial Council, or a delegate of the Ministerial Council



Cancellation of accreditation

You may apply to cancel the accreditation of this course at any time throughout the period of accreditation. The accreditation will be cancelled if ASQA is satisfied that it is appropriate to do so.

Please note that ASQA may, on its own initiative and under certain circumstances, cancel the accreditation of this course. You will be advised of any intention to do so.

Renewal of accreditation

An application to renew the accreditation of the course must be made at least 90 days before the accreditation expiry date. Whilst you will be issued with a reminder notice as the expiry date approaches, it is your responsibility to ensure an application for renewal is submitted 90 days before expiry.

Delivery of the course

Each organisation seeking to deliver the course must be a registered training organisation (RTO) and must apply to have the course added to its scope of registration.

Further information and assistance

If you require further information or assistance in relation to this matter, please contact Course Accreditation on telephone 1300 701 801 or by email at accreditation@asqa.gov.au.

Yours sincerely



Robyn Porter
National Manager - Course Accreditation