

Application for course accreditation



Valid from 2 August 2017

APPLICATION DETAILS

Please send the completed application, along with supporting documentation, to assessments@acwa.org.au.

PROVIDER DETAILS

Name of education provider

Course code

ASQA/TESQA registration status (Active/Pending)

Full title of course as it will appear on the accreditation certificate

Campus location (Please note separate applications will need to be submitted for multiple campuses)

Street address

Address line 1	
Address line 2	
State	Postcode
Country	

Postal address (If different from above)

Address line 1	
Address line 2	
State	Postcode
Country	

Email this application form, together with supporting material, to: assessments@acwa.org.au

CONTACT DETAILS

HEAD OF DEPARTMENT/CEO DETAILS

Title: Mr/Mrs/Ms/Miss/Dr/Professor

First name

Last name

Position

Department

Email address

Phone number

COURSE COORDINATOR DETAILS

Title: Mr/Mrs/Ms/Miss/Dr/Professor

First name

Last name

Position

Department

Email address

Phone number 1

Phone number 2

CONTACT DETAILS

FIELDWORK PLACEMENT COORDINATOR 1

Title: Mr/Mrs/Ms/Miss/Dr/Professor

First name

Last name

Position

Department

Email address

Phone number

FIELDWORK PLACEMENT COORDINATOR 2

Title: Mr/Mrs/Ms/Miss/Dr/Professor

First name

Last name

Position

Department

Email address

Phone number

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COURSE DETAILS

Date of course commencement at campus

Is there an online/distance education delivery option?

Yes ☐

No ☐

If yes you must answer the following 2 questions

Distance/online component (maximum percentage)

Compulsory face to face component (maximum percentage)

Details of delivery mode

FIELDWORK PLACEMENT

Number of placements

Total number of placement hours

Number of hours in placement 1

Number of hours in placement 2

Number of hours in placement 3

ESTIMATED STUDENT NUMBERS

On campus/face to face estimates

Current

Next semester

Next year

Off campus/distance/online estimates

Current

Next semester

Next year

Planned class sizes

Number of planned full time teaching staff

Number of planned part time teaching staff

Number of planned casual/sessional teaching staff

COURSE DETAILS

COURSE DURATION

Course duration full time

Number of months

Number of terms/semesters

Weeks in terms/semesters

Number of face to face delivery hours per week

Total course contact hours (not including placement)

Course duration part time

Number of months

Number of terms/semesters

Weeks in terms/semesters

Number of face to face delivery hours per week

Total course contact hours (not including placement)

Packaging details (Certificate III/IV, Diploma)

COURSE DETAILS

Information on staff continuing professional development (CPD) and direct practice currency in community services

Has ACWA previously accredited or approved the core content and mode of delivery?

Yes ☐ No ☐

If yes, please provide date of initial accreditation

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PAYMENT

Please note all fees are inclusive of GST

☐

Post graduate - **\$6600**

☐

Certificate - **\$1100**

☐

Degree - **\$6600**

☐

Diploma - **\$4400**

PAYMENT OPTIONS

Please select the relevant payment box

☐

Request an invoice

☐

Credit card

CREDIT CARD

Card number (____ / ____ / ____ / ____)

Expiry (__ / __)

Name on card

DECLARATION

On behalf of the applicant I declare that all requirements and guidelines published by ACWA in relation to the requirements of this application have been fulfilled including, but not limited to, requirements relating to:

- a) The course curriculum
- b) Qualifications of the teaching staff
- c) Fieldwork placement
- d) Library and other resources
- e) Course duration
- f) Compliance with ACWA Code of ethics
- g) Course accreditation and grievance procedures displayed for students and staff
- h) Course review provisions displayed for students and staff

On behalf of the applicant I accept the ACWA course accreditation terms and conditions as published on www.acwa.org.au.

Signature

Date (DD/MM/YY)

SUPPORTING DOCUMENTATION & SUBMISSION

In addition to this form applicants must submit the requested supported documentation. Please visit the course accreditation section of ACWA's website for the complete list of documents you will need to provide. If there are a large number of documents or large files we recommend using a zip folder when emailing them to assessments@acwa.org.au. If you have any difficulties or questions please contact us and we will help you through the process.