

Course and campus accreditation requirements – Certificates III and IV level courses

1. Purpose of the requirements

ACWA accreditation signals quality assurance for potential students and indicates that students have access to adequate and appropriate resources, including teaching staff. Graduates from an accredited course are work ready and well equipped to provide quality services to the community.

These guidelines outline the obligations and requirements to be met by education providers in order to gain and maintain accreditation for Certificate III and IV level courses.

Accreditation is only be granted to courses at AQF Certificate III and Certificate IV levels that meet the guidelines contained in this document and the *ACWA fieldwork placement requirements - Certificates III and IV*.

2. Requirements

These requirements identify the obligations with which a course must comply to be eligible to receive accreditation with which it must comply once it has received accreditation.

In considering an application, ACWA may, from time to time, consider other or different requirements necessary to bestow accreditation. ACWA retains the absolute discretion not to grant accreditation to an applicant.

2.1 Core content of an accredited course

- a) Course must meet the training package requirements.
- b) A Certificate III course must include a minimum of 80 hours of supervised fieldwork placement which complies with *ACWA fieldwork placement requirements – Certificates III and IV*.
- c) A Certificate IV course must include a minimum of 140 hours of supervised fieldwork placement which complies with *ACWA fieldwork placement requirements – Certificates III and IV*.

2.2 Mode of delivery

- (a) A course must be delivered in a manner that, in the opinion of ACWA, will meet the learning outcomes of the specific units being delivered e.g. access to lecturers
- (b) Certificate level courses are designed to provide the skill set for direct service work with clients, therefore it is expected that a significant amount of course delivery will involve face-to-face classroom learning and assessment.

2.3 College staffing requirements

- (a) A course coordinator must have a minimum of an AQF Certificate IV in a community services discipline and have at least 3 years broad industry experience.
- (b) The fieldwork placement coordinator of a course must hold a minimum of an AQF Certificate IV in a community services discipline and have at least 3 years broad industry experience.

- (c) Fieldwork placement supervisors should have education and direct practice experience relevant to the fieldwork placement setting.
- (d) Teaching staff of an accredited course must have at least an AQF Certificate IV level qualification in an area relevant to the units that they will be teaching and at least two years full time (or part-time equivalent) of relevant industry experience.
- (e) Education providers must ensure that staff teaching core units or supervising fieldwork placements retain current experience in the field

2.4 Student requirements

- (a) Student selection criteria must be transparent and fair, and comply with legislation.
- (b) Student numbers must not exceed available fieldwork placement opportunities. Education providers are responsible for ensuring that every student can undertake appropriate fieldwork placements which will comply with ACWA requirements.
- (c) Education providers must ensure adequate academic reference material and online resources to cover the content of the qualification are available and accessible to all the student numbers.

2.5 The ongoing obligations of an education provider of an accredited course to notify ACWA

- (a) ACWA must be informed of any significant changes in the accredited course including changes to course coordinator, fieldwork placement coordinator, teaching staff, campus location, or any other aspect associated with delivery of the accredited course.
- (b) Education providers must provide ACWA with an up-to-date staff matrix when any of the following events occur:
 - (i) upon submitting an application
 - (ii) upon any significant change to staffing (for example, a change in the course coordinator position, fieldwork placement coordinator position or when more than 10% of teaching staff identified in the staff matrix change)
 - (iii) upon any significant change to unit allocations

2.6 Audit

- (a) An accredited course may be the subject of a random audit conducted by ACWA in accordance with the [Course and Campus policy](#).

2.7 Course review and grievance procedure

- (a) An accredited course will be required to comply with the course review and grievance procedure. Details in relation to the ACWA course review and campus procedure can be found in the application.

2.8 Provisional accreditation

An accredited course may have its status downgraded to provisional accreditation status.

DEFINITIONS

Annual course registration refers to the annual process by which an education provider seeks to maintain accreditation

Accredited course means a course which has been assessed by ACWA and has been accredited, in connection with a specified campus, as one which is designed to meet the training needs of the community worker profession.

Accreditation time limit for a course shall mean the period for which ACWA determines that the course is entitled to hold accreditation. Accreditation is subject to participating in the annual course registration process and the payment of the appropriate annual course registration fee.

Course coordinator shall refer to a person employed by an education provider in relation to the conduct of an accredited course.

Course renewal refers to the process by which an education provider seeks to renew its accreditation on expiry of the accreditation time limit.

Course upgrade shall refer to the process of applying for an upgrade of an accredited course from a previously approved package.

Fieldwork placement means the placement of a person at an agency for the purposes of gaining practical experience in the profession of community welfare work.

Fieldwork placement coordinator means a suitably qualified employee of an education provider whose role is to coordinate and supervise the fieldwork placement arrangements of students

Fieldwork placement supervisor means a suitably qualified employee of an education provider whose role is to supervise the fieldwork placements of students

Packaged/packaging refers to the combination of two separate qualifications to provide a pathway to the higher qualification (also known as 'embedding' or 'nesting').

Provisional accreditation refers to a type of accreditation that is less than full accreditation.

Relevant industry experience refers to employment in the community services sector at the required skill level. This may also refer to experience which directly relates to a unit of study being taught or supervised.

For further enquiries Assessment Manager
(T): 03 9654 8287
(E) assessments@acwa.org.au