

# Significant changes to an accredited course

Valid from August 2017



This form is to advise of any significant changes to an ACWA accredited course. These can relate, but are not limited, to:

- Mode of delivery
- Delivery hours
- Curriculum
- Name (Course and/or education provider)
- Campus location
- Fieldwork placement hours/delivery/sequence
- Course Leader/Fieldwork Placement Coordinator
- Substantial teaching staff turnover

Education provider

Campus

Course name

Address

  

Area/s of change (Please tick [  ] the relevant box/es and attach appropriate evidence):

- Delivery hours/mode of delivery
- Curriculum
- Name change of the course or education provider
- Campus location
- Fieldwork placement hours/delivery/sequence
- Staffing changes (Course Leader/Fieldwork Placement Coordinator / Substantial staff turnover )

**Email this form, together with supporting documents and application fee to [assessments@acwa.org.au](mailto:assessments@acwa.org.au)**

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Details of changes and reasons for change (attach separate documents as required).

## Declaration

I declare that the information and evidence supplied to ACWA is accurate and up to date. I confirm that I have read and understood the ACWA course and campus accreditation requirements available at [www.acwa.org.au](http://www.acwa.org.au)

Name (CEO/Head of Department)

Signature

Date:

□	□	/	□	□	/	□	□	□	□
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## Examples of evidence:

- **Delivery hours/Mode of the course** - copy of delivery plan
- **Curriculum** - copy of new curriculum
- **Name change of the course or provider** - certification of registration, minutes of meeting, marketing material
- **Campus change for the accredited course** - certification of registration, minutes of meeting, marketing material.
- **Fieldwork placement hours/delivery/sequence** - copy of fieldwork placement plan.
- **Course leader changes** - qualification and experience matrix with unit allocations.
- **Substantial teaching staff turnover** - staff matrix with unit allocations and/or CVs. Evidence provided should include position/unit allocations, qualifications and industry experience including organisations, dates and roles.