

Guide to Course Approval Application

ACWA is the national professional association for all human services workers within Australia's community services sector.

We exist to support our members to provide professional, skilled, cooperative and compassionate services in their work of promoting social justice, particularly with disadvantaged and vulnerable individuals, families, groups and communities.

Since the 1970s ACWA has played a major role in the establishment of formalised training for human services workers and is nationally authorised as the recognised body for courses designed to meet the specific training and education needs of workers, volunteers and students in the community services sector.

We support high standards in education and are committed to working with you to establish quality courses for our members and the community services sector at large.

The Assessment Team:

ACWA has a professional team of Assessment Officers with community sector experience who will process course and campus approvals and are available to assist education providers with the application and approval process. The Course Assessment Team can be contacted during business hours on:

Phone: (03) 9654 8287 (10am - 4pm Monday to Friday)

Email: assessments@acwa.org.au

Purpose of the guide:

This guide has been developed to assist you in applying for course and campus approval with ACWA. Please also refer to the following documents before submitting your application for Course and Campus Approval:

ACWA Course and Campus Approval Requirements

ACWA Fieldwork Placement Requirements

ACWA Packaged Qualifications Policy

ACWA Code of Ethics Relevant course approval type checklist

These documents are available at the ACWA website [www.acwa.org.au] under "Resources".

ACWA requires sufficient documentary evidence to ensure a consistent and reliable assessment process. Incomplete or incorrect applications may cause delays in the course approval process. If you have any queries or need clarification please contact the Course Assessment Team.

Eligibility for course and campus approval:

An education provider must be able to fulfil the requirements of course approval as outlined in the *ACWA Course and Campus Approval Requirements* and *Fieldwork Placement Requirements*.

Types of course approval:

ACWA has four types of applications for course approval:

1. New Course Approval: for education providers seeking course approval status for a course and campus which has not had prior approval
2. Course Renewal: for education providers seeking to renew course and campus approval status when their approval time period is about to lapse
3. Course Upgrade: for education providers seeking an upgrade in course and campus approval status from a previously approved course (such as CSTP 02 to 08 Package)
4. Annual Course Registration: for education providers seeking to maintain their approved course status

A separate application form is required for each course and campus to be assessed.

Cost of course approval:

- | | |
|--------------------------------|---------|
| 1. New course approval: | \$4,400 |
| 2. Course renewal: | \$1,650 |
| 3. Course upgrade: | \$1,100 |
| 4. Annual course registration: | \$1,100 |

All prices are inclusive of GST. If you require an invoice to organise payment or online banking details, please contact the Assessment Coordinator on (03) 9654 8287. Payments should be made out to the Australian Community Workers Association.

Submitting your application/s:

Application forms with accompanying documentation and payment (where applicable) should be sent by post to:

Course Assessments
Australian Community Workers Association
PO Box 42
Flinders Lane VIC 8009

Process for course approval applications:

Upon receipt of your application form, including supporting documents and payment, the Assessment Team will send an acknowledgement of your application for course approval and payment.

An initial assessment will be undertaken by your Course Assessor and you will be notified if additional documentation is required and the timeframe for this to be submitted to ACWA.

The timeframe for course approval is six (6) weeks upon receipt of all documentation. The Course Assessor will submit a report with recommendations to the ACWA National Education Committee who are responsible for granting approval. Where Approved Course Status is granted the education provider will be issued with approval documents and the course and campus details will be listed on ACWA website.

If you have any queries about your application, please contact your Course Assessor on (03) 9654 8287.

INFORMATION ON APPLICATION FORM SECTIONS/AREAS REQUIRING INFORMATION

Definitions:

Please ensure that you read and understand the definitions as outlined in the application form and *Course and Campus Approval Requirements*, as they will assist you with completing your application.

Type of application:

Ensure that the correct type of course approval is selected. If you are not sure, please contact an Assessment Team member.

Contact details:

You will need to fill in the street and postal address of the campus as well as the phone and fax details. ACWA may need to contact you and it is important that we have the correct details on record. Generally, ACWA Course Assessment Officer will contact the Course Leader in regards to an application unless another staff member is nominated.

Course information:

Please ensure that each area required for course information is filled out. The title of the course and name of the education provider needs to be correct, as this is what will be recorded on the approval documentation. The commencement date, duration (excluding fieldwork placement hours in class contact hours) with a breakdown of the timetable and mode of delivery of the course are required.

Please refer to the relevant application checklist for details of the documentation required.

Staff details:

You will be required to provide information on course staffing, including numbers and details of relevant staff as well as the Head of Department/Chief Executive Officer. Information on the Course Leader Fieldwork Placement Coordinator, and teaching staff will require more details.

You will need to submit a staff matrix with your application (please refer to the relevant checklist). It should contain the qualifications and industry experience details of the Course Leader, Fieldwork Placement Coordinator and teaching staff along with the unit/subject allocation.

- Information on staff qualifications must detail the full name of the qualification/s obtained, the name of the university or college and completion date/s.
- Information on staff industry experience must detail start and end dates of employment at each workplace (including the month and year); employment status (i.e.: full-time, part-time, casual, etc.) and approximate hours per week; the name of the employer; and roles/duties undertaken.
- Information on staff professional development and currency in community services

If more space is required to fill in details of Course Leader and Fieldwork Placement Coordinator, please record this information clearly and attach it with your application. [A matrix template can be sent to you upon request.] If staff curricula vita/resumes are provided with the application, they will also need to detail specific information on staff employment and qualifications, including start and end dates [mm/yy], employment status, and details of positions held and the roles undertaken.

At the conclusion of the assessment process any resumes or staff personal details provided will be returned (if requested) or destroyed in accordance with ACWA Privacy and Confidentiality policies.

Student details:

You will be required to provide information relating to students including the numbers of students enrolled and class sizes. ACWA will assess whether the teaching and other resources are sufficient for the number of students enrolled.

Fieldwork placements:

Applicants will be required to provide information on the hours and number of fieldwork placements. Additional documents are required [please refer to the checklist relevant to your application]. Please note that ACWA requires a minimum of 400 Fieldwork Placement hours undertaken over two placements. Education Providers will also have to be able to provide documentary evidence of agreements with community agencies providing fieldwork placements opportunities for students.

Please ensure that you read *ACWA Fieldwork Placement Requirements* for more information.

Obligations:

To understand the terms and conditions relating to ACWA Course and Campus Approval it is important to read the obligations as set out in the application form. The obligations cover the approval process, approved time limits, payments required, audits, complaint procedures, and other important information. By submitting an Application for Course and Campus Approval, the applicant will be seen as having agreed to the conditions contained therein.

Declaration:

Applicants on behalf of education providers will need to declare that they have fulfilled the ACWA requirements for course and campus approval.

The applicant will also have to declare the education provider's compliance with:

- *ACWA Code of Ethics*
- *ACWA Course Approval and Grievance Procedure* which must be displayed for students and staff
- Course Review Provisions must be displayed for students and staff.

Checklists:

There are checklists that relate to each type of course approval and it is important that applicants use the appropriate checklist to ensure that the relevant documentation is included in the application. You will be required to attach the checklist to your application and certify that you have attached the relevant documents.

Where insufficient documentation is sent to ACWA, the approval process will be delayed. By using the checklists, education providers can assist the Assessment Team process course approvals within an appropriate timeframe.

These checklists can be found at the ACWA website [www.acwa.org.au] under Forms and Policies in the “Resources” tab. If you have any questions regarding the information required, please contact the Assessment Team.

Application attachments:

Please ensure all supporting documentation is clearly labelled and ordered according to the checklist.

Prior to sending:

Ensure you have:

- selected the correct type of application
- filled in all relevant sections of the application form
- read the obligations outlined in the application form
- attached the documents as per the relevant application checklist and signed the checklist
- filled out the application payment details and attached payment if a cheque or money order is being used
- signed and dated the declaration at the end of the application form