

Significant changes to an approved course

Valid from October 2011



Purpose

This form can be used to inform ACWA of any significant changes to an ACWA approved course delivered by an Education Provider.

Significant Changes

Significant changes to an ACWA approved course are changes that relate to but are not limited to:

- Delivery Hours/Model of the Course
- Curriculum
- Name Change of the Course or Education Provider
- Campus Change for the approved course
- Fieldwork placement hours/delivery/sequence
- Course Leader Changes
- A substantial Teaching Staff turnover

Please complete the details below:

Education provider

Campus

Address

Send this form, together with supporting documents and application fee to
ACWA Course Assessments:
PO Box 42, FLINDERS LANE VIC 8009
T (03) 9654 8287
E assessments@acwa.org.au

Significant changes to an approved course

Valid from October 2011

Area of change (Please tick [✓] the appropriate box and attach appropriate evidence):

- Delivery hours/model of the course
- Curriculum
- Name change of the course or Education Provider
- Campus change
- Fieldwork placement hours/delivery/sequence
- Course leader change
- Fieldwork placement coordinator
- Substantial staff turnover

Reason for change

Send this form, together with supporting documents and application fee to
ACWA Course Assessments:
PO Box 42, FLINDERS LANE VIC 8009
T (03) 9654 8287
E assessments@acwa.org.au

Significant changes to an approved course

Valid from October 2011



Declaration

I declare that the information and evidence supplied to ACWA via this form is accurate and up to date. I confirm that I have read and understood the ACWA Course Approval Guidelines available at www.acwa.org.au

Name (CEO/Head of Department)

Signature

Date:

/ /

Examples of evidence:

Delivery Hours/Model of the Course

A copy of delivery plan.

Curriculum

A copy of new curriculum.

Name Change of the Course or Education Provider

Evidence of name change e.g. certification of registration, minutes of meeting, marketing material.

Campus Change for the approved course

Evidence of campus change e.g. certification of registration, minutes of meeting, marketing material.

Fieldwork placement hours/delivery/sequence

A copy of Fieldwork placement plan.

Course Leader Changes

Qualification and Experience matrix with unit allocations.

A substantial Teaching Staff turnover

Qualification and Experience matrix with unit allocations.

Send this form, together with supporting documents and application fee to
ACWA Course Assessments:
PO Box 42, FLINDERS LANE VIC 8009
T (03) 9654 8287
E assessments@acwa.org.au