

ACWA Checklist for Course Upgrade (to be included with application)

Please refer to the *Course and Campus Approval Requirements and Fieldwork Placement Requirements – (March 2011)* for details on the documentation required [identified number refers to the relevant item in these documents].

Step 1: Overview and summary of application documentation supplied to ACWA

- Is Application Form complete? (check that all details provided & form is signed)
- Are payment/payment details completed in the application form?

Step 2: Ensure that the following documentation has been provided:

1. **Staff matrix: Please note: this single document must include the following details for each staff member including: Course Leader, Fieldwork Placement Coordinator, Teaching and Fieldwork Placement staff: [3.5]**
 - a. Unit/subject allocations
 - b. Qualifications (including date of qualification completion, course name and names of institution) [3.5(e)]
 - c. Direct practice industry experience (including name of workplace, start & end dates [mm/yy], roles/functions performed, employment status (i.e.: full-time, part-time or sessional - hours per week) [3.5(e)]
 - d. teaching staff numbers (Total EFT)
2. **Statement/Policy re Continuing Professional Development & (direct practice) currency:**
[3.5(e), 3.5(f), 3.5(g)]
3. **Details of proposed delivery plan (for the whole course). Please note: this single document must include:**
 - Course duration
 - Nominal hours
 - Units/subjects offered (including electives)
 - Field placement hours & scheduling
 - Packaging details (Cert III/IV, Diploma)
 - Delivery mode (i.e. on-site/face-to- face/distance or on-line learning/etc.)
4. **Copies of Timetables: initial 12 months**
5. **Copies of Training & Assessment plans for two (2) selected core units. Please note: Core units relate to ACWA Core Content [3.2(a)]**

- 6. Date (proposed) commencement of teaching and (proposed) Student numbers
- 7. Details of Student selection criteria [3.6(a)]
- 8. Additional statement re proposed expansion where applicable [3.6(b)]
- 9. Planned class sizes [3.6(c)]
- 10. Additional library resources [CHCLD415A & CHCLD514A] [3.6(d)]
- 11. Fieldwork Placement guidelines/manual
- 12. Copies of Fieldwork Placement agreements with three (3) community service Agencies (please delete student's names)

Please sign and date the checklist and attach it with the required documentation to your application.

Name: _____

Signature: _____

Date: ____/____/____