

ACWA New Course Checklist (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)]

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| 9. Planned class sizes [3.6(c)] | <input type="checkbox"/> |
| 10. Library resources [3.6(d)] | <input type="checkbox"/> |
| 11. Fieldwork Placement guidelines/manual | <input type="checkbox"/> |
| 12. Copies of Fieldwork Placement agreements with three (3) community service Agencies | <input type="checkbox"/> |

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

Name: _____

Signature: _____

Date: ____/____/____