

ACWA Renewal 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. **Documentary details of any changes to the course including:**
 - a. Teaching Staff (including Course Leader, Fieldwork Placement Coordinator) [3.5]
 - b. Course structure &/or content [3.1, 3.2]
 - c. Course delivery [3.1-3.7]
 - d. Student numbers [3.6(b)]
 - e. Class sizes [3.6(c)]
 - f. Additional Resources [3.6(d)]

- g. Course location [3.8(a)]
- h. Fieldwork Placements (Field Placement Requirements)

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

Name: _____

Signature: _____

Date: ____/____/____