

Training Accreditation Council Policy and Procedure – Extension of Accreditation

The Council, under the *Vocational Education and Training (VET) Act 1996*, is responsible for making decisions regarding the accreditation of VET courses in accordance with the *Standards for VET Regulators 2015*. The TAC Secretariat within the Department of Training and Workforce Development implements and manages the Course Accreditation Policy and Procedures on behalf of the Council and is responsible for ensuring that course accreditation applications are managed efficiently and in accordance with national standards.

This document sets out the policy and procedure undertaken by the TAC Secretariat in respect of applications for extension of course accreditation.

Extension of Accreditation Policy

Courses are accredited for a specified period and have an expiry date, unless the course owner applies for, and is granted, course reaccreditation or extension of course accreditation. Only the course copyright owner is able to submit an application for extension of accreditation.

Extension of course accreditation may be granted in exceptional situations where it is not practicable to apply for course reaccreditation. Situations considered to be exceptional include:

- Transition from an accredited course to a training package qualification – where the accredited course is due to expire shortly and there has been a delay with training package endorsement or, for public training providers, the release of a purchasing guide
- Licensing/regulatory requirements – where the accredited course leads to a licensed/regulated outcome and the related legislation is under review and expected to be finalised soon after the course expiry date
- Other circumstances presented by the applicant and deemed to be exceptional by the Manager Regulation (VET Compliance).

Extensions of course accreditation are granted for short periods, and usually not for more than 12 months. Applicants must clearly demonstrate the circumstances that warrant consideration and each application will be considered on its merit. Applications for extension will not be considered if course owners fail to plan ahead for the timely review and submission of a course for reaccreditation before the expiry date.

Automatic Extension of Accreditation

If an application for reaccreditation of a course is submitted at least three months before the course expiry date, the accreditation of the course continues automatically until the application is decided. An application for extension to accreditation is not required in this situation.

Submission of Applications

Applications must be submitted using the EXT1 Application for Extension of Course Accreditation form available on the TAC website (www.tac.wa.gov.au). Completed forms must be submitted electronically via the TAC course accreditation email at taccourseaccreditation@dtwd.wa.gov.au.

The application must include a clear and detailed explanation of the reasons for the request; supporting information, if applicable; and the period of extension sought.

Assessment of Applications

The key steps involved in processing applications for extension of accreditation are outlined below. Further details are described in the Extension of Course Accreditation Flowchart.

The TAC Secretariat will acknowledge receipt of the application for extension of accreditation within five working days. The Secretariat will conduct an internal review to ensure that all the necessary information needed to consider the application has been submitted.

If the application is incomplete, the TAC Secretariat will request further information from the course owner. The information must be provided within 15 working days. If this is not received by the due date, the application will be returned. Applications that do not meet the requirements will be returned to the applicant.

Consideration of Applications

When all the necessary information required to consider the application is provided, the TAC Secretariat will submit the reviewed application to the next scheduled meeting of the Council for consideration.

The Council will determine whether to approve or reject the application and, if approved, the period of extension to be granted.

Once the Council approves an application for extension of course accreditation, the National Register (training.gov.au) is amended to show the new course expiry date. The applicant is informed of the Council decision in writing.

If the Council rejects an application for extension of course accreditation, the applicant will be informed in writing of the reasons for the rejection.

Applications will be handled in accordance with the principles of procedural fairness. This means that the Council will act fairly, impartially and without bias in making decisions.

A course owner can appeal against a decision by the Council about an accredited course. An appeal can only be brought on the grounds that in making the decision appealed against, the Council erred in its application of, or failed to apply, criteria or procedures as outlined in the Council's established policies and procedures.

The appeal must be submitted in writing to the State Training Board within 21 days of the day on which the appellant was notified of the decision.

Supporting Information/Documents

Australian Qualifications Framework (AQF)
AQTF Standards for Accredited Courses
AQTF Users' Guide to the Standards for Accredited Courses
EXT1 Application for Extension of Course Accreditation Form
Extension of Course Accreditation Flowchart
TAC Policy for Accreditation of VET Courses
TAC Procedure for Course Accreditation/Reaccreditation
Vocational Education and Training (VET) Act 1996