

ACC2 – Application for Amendment to Accredited Course

SECTION 1: Applicant's details			
1.1 Course owner			
Legal Entity/Individual who owns copyright:			
Trading name:			
Provider number (if RTO):			
1.2 Contact details			
Name:			
Street address:			
Postal address: (if different from street)			
Telephone:		Mobile:	
Email address:			
SECTION 2: Course details			
Course Code:		Course Title:	
Accreditation:	From _____/_____/_____ to _____/_____/_____ Please note that amending a course does not change its period of accreditation. Applications for amendment will not be accepted within 3 months of a course's expiry date.		
SECTION 3: Proposed amendments to course			
<i>Please select the option that best describes the proposed amendments.</i>			
<input type="checkbox"/>	Update to later versions of superseded training package units, where the units are equivalent (please provide details in Section 6)	No application fee or external review required	
<input type="checkbox"/>	Update to later versions of superseded training package units, where the units are not equivalent (please provide details in Section 6)	Amendment application fee* and external review required <small>*Please see www.tac.wa.gov.au for current course accreditation fees.</small>	
<input type="checkbox"/>	Addition or removal of unit/s from elective list		
<input type="checkbox"/>	Minor amendments to content or wording of unit/s that do not change the original intent or outcome		
<input type="checkbox"/>	Other minor amendments that do not change the original intent or outcome of the course (please provide details):		

Please note that changes significant enough to alter the original intent or outcome of the course are not considered amendments. For example (list is not exhaustive):

- Addition or removal of core or prerequisite unit/s
- Addition of new stream/s
- Changes to the number of units required for completion of the course
- Changes to the title or AQF level of the course
- Changes to assessment requirements (e.g. adding or removing mandatory workplace assessment)
- Changes to wording or content of unit/s that change the outcome (e.g. changing 'may' to 'must')

If you wish to make changes of this nature, you will need to submit a course reaccreditation application.

SECTION 4: Rationale for proposed amendments to course

Please explain briefly why you are applying to amend the course.

SECTION 5: Stakeholder involvement

Please list the stakeholders consulted when determining that changes to the course were required.

Name	Organisation	Phone number	Email address

SECTION 6: Mapping of updates to units of competency (if applicable)

Superseded Unit (Code/Title)	Current Unit (Code/Title)	Summary of Changes	Equivalent? (Yes/No)

SECTION 7: Applicant's declaration

I, _____ declare that:
(insert applicant name)

<input type="checkbox"/>	All the information provided in this application is true, correct and complete
<input type="checkbox"/>	I have the authority to make this application because: <input type="checkbox"/> I am the sole copyright owner of the course OR <input type="checkbox"/> I have been authorised by all other parties who own this course *Please attach letters from other owners confirming permission

Please email your completed application to taccourseaccreditation@des.wa.gov.au together with the following documents:

- Original, non-watermarked course document with proposed changes tracked or highlighted; and
- Original, non-watermarked units of competency with proposed changes tracked or highlighted.