

# Training Accreditation Council (TAC) Procedure Amendment to Accredited Course

The Training Accreditation 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 Education Services 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.

It may sometimes be necessary for course owners to make changes to a course during its period of accreditation. This procedure sets out the actions to be taken by the TAC Secretariat in respect of applications for amendment to accredited courses.

## Submission of Applications

Applications for amendments to accredited courses can only be submitted by the course copyright owner. They must be submitted using the ACC2 Application for Amendment to Accredited Course form available on the TAC website ([www.tac.wa.gov.au](http://www.tac.wa.gov.au)). Applications must be submitted by email to [taccourseaccreditation@des.wa.gov.au](mailto:taccourseaccreditation@des.wa.gov.au).

Applications must include the original, non-watermarked course documents with the proposed amendments tracked or highlighted.

Major changes to a course that alter the original intent or outcome are **not** considered amendments. Changes of this nature constitute a new course, and will instead require submission of an application for course reaccreditation. Please see the ACC2 Application for Amendment to Accredited Course form or contact the TAC Secretariat if you are unsure whether the amendments you wish to make to your course are significant enough to require reaccreditation.

## Review of Applications

The key steps involved in assessing applications for amendment to accredited courses are outlined below. Further details are described in the Application Process Flowchart – Amendment to Course Accreditation.

TAC Secretariat staff will conduct an internal review of the application to ensure that all necessary information 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 it is not received by the due date, the application will be returned.

If the proposed amendments are significant enough to alter the original intent or outcome of the course, the application will be returned.

Where an amendment is only to update to later versions of superseded training package units that have been deemed equivalent, the amendments will be submitted directly to the Council for consideration without the need for an amendment application fee or external review.

Other amendment applications will be subject to an amendment application fee, and will be allocated to an Accreditation Reviewer (external auditor) for a desk audit against the applicable Standards for Accredited Courses. The course owner will be informed in writing and given the opportunity to advise if there is a conflict of interest that would make it inadvisable for the Accreditation Reviewer to review the application.

The accreditation reviewer will have 10 working days to complete the desktop review and report the findings to the TAC Secretariat. TAC Secretariat staff and Accreditation Reviewers may contact any person or organisation deemed necessary to conduct a full assessment of the application.

If the application is not compliant with the Standards for Accredited Courses, the Accreditation Reviewer will report the non-compliances to the applicant, who will have 20 working days to respond. On receipt of the response, the Accreditation Reviewer will assess the additional evidence provided and determine whether it has addressed the non-compliances (Evidence Review).

When the review process is complete, the Accreditation Reviewer will report to the TAC Secretariat on whether the application is compliant or non-compliant with the Standards for Accredited Courses.

### Consideration of Applications

The TAC Secretariat will submit the amendment application to the next scheduled meeting of the Council for consideration. The Council will determine whether to approve the application, reject the application or allow a further opportunity for submission of additional evidence.

If the Council rejects an amendment application, the Council will advise the applicant in writing of the reasons for the rejection.

If the Council approves an amendment application, the applicant will be informed of the decision in writing and provided with a watermarked copy of the amended course documents. If necessary, the National Register ([training.gov.au](http://training.gov.au)) will be amended accordingly. It is the course owner's responsibility to inform RTOs registered to deliver the course of any changes approved by the Council.

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 accreditation decisions.

Decisions, reasons and evidence on which decisions are based will be explained and are subject to review. Applicants will be given a fair hearing and an opportunity to present their case.

A course owner can appeal a Council decision about an accredited course. An appeal can only be brought on the grounds that in making the decision, 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 calendar days of the day on which the appellant was first notified of the decision.

Further information on appeals against a decision of the Council is available on the State Training Board website at [www.stb.wa.gov.au](http://www.stb.wa.gov.au).

## Related Documents

Application Process Flowchart – Amendment to Course Accreditation

AQTF Standards for Accredited Courses and Users' Guide to the Standards

TAC Policy for Accreditation of VET Courses

*Vocational Education and Training Act 1996*

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