

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

Please select the option that best describes the proposed amendments.

- | | | |
|--------------------------|--|---|
| <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 | Update to later versions of superseded training package units, where the units are equivalent (please provide details in Section 6) | No application fee or external review required |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 | Update to later versions of superseded training package units, where the units are not equivalent (please provide details in Section 6) | Amendment application fee* and external review required |
| <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 see www.tac.wa.gov.au for current course accreditation fees. |

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.

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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)

- All the information provided in this application is true, correct and complete
- I have the authority to make this application because:

I am the **sole** copyright owner of the course

OR

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@dtwd.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.