



Professional Standards for Australian Career Development Practitioners Application for Course Endorsement: Graduate Certificate or Higher

Universities are required to submit sufficient evidence that would enable CICA, through the *Qualification Endorsement Committee*, to endorse the qualification under review.

Institution/provider Name: _____

Address: _____

Tel: () _____ Fax: () _____

Career Development Course for review: _____

Course coordinator: _____ Tel: () _____

Email: _____

() Graduate Certificate () Graduate Diploma or Higher () Other qualifications

Qualification Title: _____

Endorsement of Graduate Certificate or Higher Qualifications — documentation checklist

1. a) Official internal accreditation approvals documentation (*for self-accrediting bodies such as universities*). _____
 b) Documentation on how the course meets Australian Qualifications Framework standards as a Graduate Certificate (or higher) _____
2. a) Detailed statement indicating how course content and delivery enable development of core competencies (see Competency Guidelines in the Standards) _____
 b) Course specifications and objectives _____
 c) Course/unit/subject/module content _____
 d) Assessment processes _____
 e) Procedures for RPL or advanced standing _____
3. Specialisation (if applicable, e.g. assessment, counselling skills, program delivery, working with people with disabilities, project management, employer liaison).
 a) Evidence of how core competencies are addressed _____
if applicable
 b) Approach for development of competencies for identified specializations _____
4. Additional documentation supplied to support the application or to provide clarity _____
5. Articulation with related/higher qualifications (relevant documentation supplied) _____

NOTE: CICA will provide to the public, via its website, a list of the documents necessary for review. Only official or certified copies of original documentation may be submitted. Copies of original documents must be certified as genuine by a Justice of the Peace or Commissioner for Declarations, or any other legally constituted agent deemed appropriate for this purpose depending upon local circumstances. International documentation should be approved by a Notary Public for certification purposes. The following documents are mandatory (and it is acknowledged that there may be overlap with some documentation).

1. As self-accrediting bodies, universities must supply their official internal accreditation approvals documentation. This would include documentation indicating how the course meets Australian Qualifications Framework standards as a Graduate Certificate (or higher).
2. A detailed statement from the university indicating how the course content and delivery would enable a student to develop the core competencies listed in the Competency Guidelines in the Standards. In addition to a descriptive statement, the following information must be included:
 - a. course specifications objectives;
 - b. course/unit/subject/module content;
 - c. means of assessment; and
 - d. procedures for RPL or advanced standing.
3. It is acknowledged that courses will not necessarily aim to, nor be able to, provide a learning experience which would enable its students to meet the competencies of all of the Specialisations defined within the Standards (viz, assessment, counselling skills, program delivery, working with people with disabilities, project management, and employer liaison). As a consequence of the inherent limitation, it is required that a course submitted for *Endorsement* provide evidence of how they address the core competencies and, if applicable, how it approaches development of the competencies of the Specialisations.
4. The university may supply additional information or documents which purportedly add support to the application or provide clarity on certain points liable to misinterpretation.

Universities seeking approval for a Graduate Certificate which is subsumed by a higher degree into which students/graduates can articulate seamlessly (e.g., Graduate Diploma, Master, Doctorate), may seek concurrent endorsement for the higher degrees. *Endorsement* of the Graduate Certificate extends to these higher degrees only if the entire course is subsumed by the next level. Applicants must request *Concurrent Endorsement* at the time of application for endorsement of the Graduate Certificate. If *Concurrent Endorsement* is sought, applicants must supply the aforementioned documentation. Failure to seek or secure *Concurrent Endorsement* will result in the need for a separate application for *Endorsement*.