



**Professional Standards for Australian Career Development Practitioners
Application for Course Endorsement: Vocational Graduate Certificate**

Registered Training Organisations 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: () _____ Facsimile: () _____

Registered Training Organisation (RTO) Registered Business Name: _____

Address: _____

State: _____ Post code: _____ Tel: () _____ Fax: () _____

Career Development Course for review: _____

Course coordinator: _____

Tel: () _____ Email: _____

() Vocational Graduate Certificate

For private RTOs only: Australian Council for Private Education and Training (ACPET)
Member: Yes ___ No ___ If yes, Membership Number: _____

Endorsement of Vocational Graduate Certificate — documentation checklist

Title of qualification: _____

- 1. Registered Training Organisation — evidence of standing with respect to currency of registration and capacity to deliver _____
- 2. a) RTO internal accreditation approvals documentation _____
- b) Documentation on how the course meets Australian Qualifications Framework standards at Graduate Certificate level _____
- 3. Evidence of appropriate qualifications of **all** personnel contracted or employed to teach module content and/or conduct assessment _____
- 4.a) Detailed statement indicating how would enable a student to be assessed for RPL in relation to core competencies _____

and if applicable

- b) Detailed statement indicating how would enable a student to be assessed for RPL in relation to specialist competencies _____
- 5. a) Course content and delivery information descriptive statement (see Competency Guidelines in the Standards) _____
- b) Course specifications and objectives _____
- c) Course/unit/subject/module content _____
- d) Assessment processes _____
- e) Procedures for RPL _____
- 6. Specialist competencies that are taught and assessed _____
- 7. Statement of pre-requisites for entry into the Vocational Graduate Certificate course _____
- 8. Additional documentation supplied to support the application or provide clarity _____

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. Registered Training Organisations must supply their official internal accreditation approvals documentation. This would include documentation indicating how the course meets Australian Qualifications Framework standards as a Vocational Graduate Certificate (or higher).
2. A detailed statement from the registered training organisation 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 registered training organisation may supply additional information or documents which purportedly add support to the application or provide clarity on certain points liable to misinterpretation.

Registered Training Organisations seeking approval for a Vocational Graduate Certificate which is subsumed by a higher qualification into which students/graduates can articulate seamlessly (e.g., Vocational Graduate Diploma), may seek concurrent endorsement for the higher qualifications. *Endorsement* of the Vocational Graduate Certificate extends to these higher qualifications 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 Vocational 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*.