



# Instructions for registered higher education providers: Applications for accreditation of Undergraduate and Graduate Certificate courses (short courses)

## Scope

This document explains how to submit an application for accreditation of courses for Undergraduate Certificate and Graduate Certificate **only where the units for these courses are drawn from the provider’s existing accredited courses.**

Where the units for the proposed Undergraduate or Graduate Certificate are **not** drawn from an existing course, you must contact your TEQSA Case Manager to request evidence requirements for your accreditation application as per TEQSA’s standard course accreditation process (refer to TEQSA’s [course accreditation and renewal of accreditation application guide](#) for more information).

## Submitting an application

You must submit an application to TEQSA through the Provider Portal using the existing form for ‘Course Accreditation (HESF 2021) existing provider’. Some fields in the existing form are not relevant. The following instructions explain how to complete the application form, specific to these short course applications.

## Completing the online application form

Section in Course Accreditation (HESF 2021) existing provider application form	Instructions
A.1 Important information for completing this application	<p>Before you start working on this application, read the <a href="#">guidance</a> which sets out the scope of the application and the required information and evidence.</p> <p>Please complete the application form for ‘Course Accreditation (HESF 2021) existing provider’ in the Provider Portal in accordance with the instructions set out in this document.</p>
B.1 Key Contact Details	Complete this section.



B.2 Course(s) covered by this application	<p>Add each course subject to the application and complete <b>all</b> fields.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• <b>‘Course name’:</b> The naming convention of the course name must start with the following as applicable to the course: <ul style="list-style-type: none"> <li>○ Undergraduate Certificate</li> <li>○ Graduate Certificate</li> </ul> </li> <li>• <b>‘AQF level’</b> – this is a mandatory field. For this application: <ul style="list-style-type: none"> <li>○ <b>Undergraduate Certificate:</b> Complete this field by inputting the indicative AQF equivalence of overall level of learning achieved</li> <li>○ <b>Graduate Certificate:</b> Complete this field as normal, that is, input the AQF level for the graduate certificate.</li> </ul> </li> </ul>
B.3 Intellectual Property	Complete this section.
B.4 Delivery Mode	<p>Complete this section.</p> <p><b>Note:</b> The course must be delivered online for those providers approved to receive Commonwealth funded placements under the higher education relief package.</p>
B.5 Delivery Details	<p>Complete this section.</p> <p><b>Note:</b> For ‘be delivered by a third party or partner arrangement’, if the answer is <b>‘yes’</b>, specify in the comments box whether the third-party arrangement is an <b>existing</b> or <b>new</b> third-party arrangement.</p> <ul style="list-style-type: none"> <li>• <b>If new:</b> Attach a copy of the third-party agreement;</li> <li>• <b>If not new:</b> You are not required to attach the agreement.</li> </ul>
B.6 Proposed Commencement Date	Complete this section.
B.7 Study Patterns	Not required – continue to section B.8.
B.8 Trading Name Details	Complete this section.
B.9 Intention to Enrol Overseas Students	<p>Complete ‘yes’ or ‘no’.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Once a course is accredited, in order for you to offer the course to overseas students who are in Australia on a student visa, you must have CRICOS registration and submit an “add course to CRICOS” application.</li> </ul>



	<ul style="list-style-type: none"> <li>• Courses delivered fully online may be offered to overseas students who are outside of Australia, that is, students undertaking the course entirely offshore. If you intend to deliver the course online to overseas students, refer to a relevant FAQ on this topic on <a href="#">TEQSA's website</a>.</li> </ul>
C. Evidence for the HES Framework	<b>Continue to Section D</b> to submit the required evidence (you do not need to complete Section C for this particular application).
D. Confirmed Evidence Table and Additional Evidence	<p>Upload the required evidence in this section – refer to guidance on the scope and required information and evidence. This includes:</p> <ul style="list-style-type: none"> <li>• a statement from the CEO and Chair of the Academic Board (or equivalent)*</li> <li>• any other supporting information and documentary evidence**</li> </ul> <p><b>Note:</b> A copy of any <b>new</b> third-party agreement (if applicable) should be attached in Section B.5 of this application form.</p> <p><i>*An optional template is available for this purpose and is available in the online application form for your use. The statement made by the CEO and Chair of the Academic Board must include name, position, date and an accompanying statement to the effect:</i></p> <p><i>'I hereby attest that to the best of my knowledge, the evidence and information contained in this application for accreditation of abovenamed course/s is complete and accurate as at the date stipulated. I understand that giving false or misleading information is a serious offence'.</i></p> <p><i>The statement may be signed by reasonable alternatives which include e-signature or typed names.</i></p> <p><i>**An optional abbreviated CV template is also available for your submission. This template is available in the online application form for your use.</i></p>
E. Declaration	Not required – the statement from the CEO and Chair of the Academic Board (or equivalent) attached in section D meets this requirement.



Version	Date	Key changes
1.0	5 May 2020	Made available as beta version.
2.0	3 December 2021	Updates made in accordance with a review of the expedited short course application and assessment process.