



## Instructions on how to submit an application for course accreditation for Undergraduate and Graduate Certificates

### Scope

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

### Submitting an application

You must submit an application to TEQSA through the Provider Portal using the existing form for 'Course Accreditation (HESF 2015) existing provider'. Some fields in the existing form are not relevant. The following instructions explain how to complete the application form, specific to these applications.

Section in Course Accreditation (HESF 2015) existing provider application form	Instructions
A.1 Important information for completing this application	Before you start working on this application, <a href="#">read the guidance</a> which sets out the scope of the application and the required information and evidence. Please complete the application form for 'Course Accreditation (HESF 2015) existing provider' in the Provider Portal in accordance with the instructions set out in this document.
B.1 Key Contact Details	Complete this section.
B.2 Course(s) covered by this application	Add each course subject to the application and complete <b>all</b> fields. <b>Note:</b> <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>○ for Undergraduate Certificate/s - complete this field by inputting the indicative AQF equivalence of overall level of learning achieved</li><li>○ for Graduate Certificate/s – complete this field as normal i.e. input the AQF level for the graduate certificate.</li></ul></li></ul>
B.3 Intellectual Property	Complete this section.
B.4 Delivery Mode	Complete this section. <b>Note:</b> The course must be delivered online for those providers approved to receive Commonwealth funded placements under the higher education relief package.



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	<p>Complete this section.</p>
B.7 Study Patterns	<p>Not required – continue to section B.8.</p>
B.8 Trading Name Details	<p>Complete this section.</p>
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><li>• Courses delivered fully online may be offered to overseas students who are outside of Australia i.e. 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	<p><b>Continue to Section D</b> to submit the required evidence (you do not need to complete Section C for this particular application).</p>
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 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 <a href="#">optional template</a> is available for this purpose. The statement made by the CEO and Chair of the Academic Board must include name, position, date and an accompanying statement 'I hereby attest that to the best of my knowledge, the evidence and information contained in this application for accreditation of above named course/s is complete and accurate as at the date stipulated. I understand that giving false or misleading information is a serious offence'. The statement may be signed by reasonable alternatives which include e-signature or typed name/s.</i></p>
E. Declaration	<p>Not required – the statement from the CEO and Chair of the Academic Board (or equivalent) attached in section D meets this requirement.</p>



## Post submission

### Invoice – application fee waived

Once you submit the application, an invoice with nil invoice amount will be automatically generated and no action is required. TEQSA is waiving fees for these courses to 30 June 2021 under measures to lift financial pressure on higher education providers. More information on fee waivers and refunds is available on TEQSA's [website](#).

Version #	Date	Key changes
1.0	5 May 2020	Made available as beta version.