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|  | **Approval to Deliver Form**  The Australian Centre for Advanced Studies (ACAS) |

ACAS ensures that all our instructors and assessors meet the requirements of the VET quality standard (currently the SRTO). This form records your qualifications, professional development, and relevant experience as follows:

1. a current qualification in training and assessment
2. recent professional development in training and assessment
3. current vocational skills, that is, industry knowledge and experience in the units you teach, usually with a relevant qualification or other credential.[[1]](#footnote-2)

**Filling it in and sending it**

1. Boxes will expand as you type. You may add more lines if needed.
2. PD may include non-institutional and informal activities.
3. If you have any questions regarding this form, please contact either your course administrator or Randy Salmond at 0412855050.
4. When you have filled it in, send it to ACAS at [results@acas.edu.au](mailto:results@acas.edu.au).
5. Enclose your current CV and copies of any qualifications and credentials listed in this form, even if you have sent these documents in the past.

**Part A. Your information**

|  |  |
| --- | --- |
| Your name |  |
| Your email |  |
| Phone |  |
| Name of your site or college |  |
| Year of delivery |  |
| Role (Delete one) | Trainer-assessor | Trainer-assessor under supervision |

**Part B. Your qualifications in training and assessment, including extra required units if applicable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Ref. | **Title** | **Institution** | **Year awarded** | **Code** (if VET sector) |
|  |  |  |  |  |
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**Part C. Your Professional Development in training and assessment during the last 12 months[[2]](#footnote-3)**

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| --- | --- | --- |
| **Date** | **Provider Details (provider, location etc)** | **What kind of activity?** |
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**Part D. Credentials related to the units you teach (e.g. qualifications, transcripts, licenses, etc.)**

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| --- | --- | --- | --- | --- | --- |
|  | **Title** | **Field of study** | **Institution** | **Year awarded** | **Code (if VET sector)** |
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**Part E. Current industry skills**

**a. Work experience related to the units you teach and or assess**

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| --- | --- | --- | --- |
|  | **Dates** | **Employer** | **Job title and key responsibilities** |
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**b. Professional Development related to the qualifications you teach during the last 12 months[[3]](#footnote-4)**

This is relevant to demonstrating that your skills are current.

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| --- | --- | --- | --- |
|  | **Date** | **Name of organization, location, etc.** | **What kind of activity?** |
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**c. Current membership of professional associations or groups (if relevant)**

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| --- | --- | --- | --- |
|  | **Name of group** | **Field of study** | **Your participation** |
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**Part F. Qualifications and industry experience relevant to each unit of competency that you instruct/assess[[4]](#footnote-5)**

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| --- | --- | --- | --- | --- | --- |
| **Unit code** | **Unit title** | **Do you hold this unit?** | **If “No” list the elements of the unit** | **Current vocational competencies** | **Reference to items above** |
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**Declaration**

1. If approved I understand I will hold the position of ACAS instructor/assessor.
2. The information above is true and correct to the best of my knowledge.
3. I agree to follow ACAS policies and procedures (www.acas.edu.au) applicable to those responsibilities assigned to me.
4. Any passwords issued to me will be kept secret and will be used as an electronic signature.
5. I will commit sufficient time and diligence to carry out my assigned responsibilities.
6. I authorise ACAS to independently confirm the above information if it sees it as necessary.

|  |  |  |
| --- | --- | --- |
| Signature of instructor/assessor: | Print name: | Date: |

**Checked and approved**

I have approved this form and accompanying documentation as satisfying relevant requirements.

|  |  |  |
| --- | --- | --- |
| Signature of ACAS officer: | Print name: | Date signed: |

1. . Some training packages specify the kind of evidence needed to demonstrate currency; in other cases, you will need industry advice. [↑](#footnote-ref-2)
2. The Standards require that it be current but not necessarily in the last 12 months. [↑](#footnote-ref-3)
3. Some Professional Development might not be not unit-specific, but could still be be relevant to the qualifications you teach and/or assess in. [↑](#footnote-ref-4)
4. ACAS evaluates industry skills at the unit level because a qualification might contain units that are outside your expertise. [↑](#footnote-ref-5)