ACAS

Australian Centre for Advanced Studies

Program Application and Renewal Procedure

1) Purpose

ACAS is committed to developing procedures that will ensure ACAS and Member College programs are compliant, relevant to student needs and are responsive to industry needs. This procedure will provide guidance for member colleges and trainers to ensure that they are client ready. You will find the following forms helpful when applying for ACAS training program approval.

ACAS Course Checklist
ACAS Program Application (training and assessment strategy plan)
ACAS Approval for Deliver
ACAS Industry Engagement
Competency Mapping / Assessment Tools
Competency Mapping / Learning Resources

STEP 1 – Ensure that you have completed your industry consultation		
No.	**Who**	**Actions**
1.1	**ACAS Admin**	a) Collect "ACAS Industry Engagement Form" from the Course Controller and file it in the student management system against the appropriate courses.
1.2	**Course Controller**	a) Ensure that appropriate industry consultation has taken place. This should include identifying industry needs that you are able to provide training in, types of training that should occur and a review of assessment tools to ensure outcomes match industry expectations. b) If you have a industry expert that also is currently working in the industry. Then ensure that they have given feedback through the "ACAS Industry Engagement" form and feedback is appropriately incorporated into future running of the course. c) Collect the "ACAS Assessor Evaluation Form" from your assessors and ensure that appropriate feedback is used when reviewing learning and assessment tools.
	Assessors	a) Assessors are required to complete the "ACAS Assessor Evaluation Form" and submit it to the Course Controller. b) Assessors who also are currently working within industry are required to fill in their section of the "ACAS Industry Engagement" form and ensure that it is submitted to the Course Controller.

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STEP 2 – Identify and Finalise Unit selection for the program		
No.	**Who**	**Actions**
1.1	**ACAS Admin**	b) Ensure that units used in the previous season are all still current for the course.
		c) If some units are no longer current, then review with the course controller what are the alternate options for units that will ensure the smooth continuation of the course
		d) Ensure that the course controller has a list of core and elective units that will fill the requirements of the qualification and are relevant to the industry context that the course in being delivered.
1.2	**Course Controller**	d) Ensure that units used in the previous season are all still current and/or relevant for the course.
		e) Ensure that the units being used are the best units for the industry context were you are providing the training.
		f) If some units are no longer current and/or relevant, then review with the course controller what are the alternate options for units that will ensure the smooth continuation of the course
		g) Finalise the list of units and submit them as part of the "ACAS Program Application Form".

STEP 3 – Ensure Learning material is reviewed / established and appropriate		
No.	**Who**	**Actions**
1.1	**ACAS Administrator**	a) If this is NOT a new course then ensure that industry consultation has occurred and Learning Material Adjustments have been made if required b) If this is a new course then ensure that the learning material that has been developed has been appropriately mapped to the Units and learning areas and is appropriate for the learning context of the proposed course. See "Competency Mapping – Learning Resources" form.
1.2	**Course controller**	a) Ensure that learning material is appropriate for the industry and learning context of your course and that any student feedback or industry consultation that is relative to the course learning material is incorporated. b) Complete and submit all mapping of learning material ("Competency Mapping – Learning Resources" form) and where possible submit a learning timetable for your course. Courses that are run at worksites or are learn as you go student paced programs, do not require a learning timetable, but should still submit a learning sequence report. c)
1.3	**Trainer**	a) Review all learning material and ensure that you are familiar and have the appropriate qualifications or experience to be instructing in the course. b) Complete and submit a "ACAS Approval for Delivery form", which will ask for your experience, qualification and currency for each of the units you are going to be instructing. It will also ask you to demonstrate your currency and qualification in Training and Assessment.

STEP 4 – Ensure that assessment tools are reviewed / established and appropriate		
No.	**Who**	**Actions**
1.1	**Admin**	a) If this is NOT a new course then ensure that industry consultation has occurred and Assessment tool adjustments have been made if required b) If this is a new course then ensure that the Assessment tools that have been developed have been appropriately mapped to the Units and learning areas and is appropriate for the assessment context of the proposed course. See "Competency Mapping – Assessment tools" form.
1.2	**Course Controller**	a) Ensure that assessment tools are appropriate for the industry and assessment context of your course and that any student feedback or industry consultation that is relative to the course assessment tools are incorporated. b) Complete and submit all mapping of Assessment tools ("Competency Mapping – Assessment Tools" form) and where possible submit a assessment timetable for your course. Courses that are run at worksites or are learn as you go student paced programs, do not require a learning timetable, but should still submit an assessment sequence report.
1.3	**Assessor**	a) Review the assessment tools and ensure that you are familiar with and have the appropriate qualifications or experience to be assessing in the course. b) Complete and submit a "ACAS Approval for Delivery form", which will ask for your experience, qualification and currency for each of the units you are going to be assessing. It will also ask you to demonstrate your currency and qualification in Training and Assessment.

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STEP 5 – Ensure trainers are current in industry and training		
No.	**Who**	**Actions**
1.1	**Admin**	a) Ensure that all trainers and assessors have submitted their "ACAS Approval for Deliver form". b) Check that all trainers and assessors have done appropriate currency training in their area
1.2	**Course controller**	a) Ensure all trainers and assessors have filled in their "ACAS Approval for Deliver" form. b) Check that you have appropriate training and assessment staff cover to ensure that you are able to do proposed training. c) Submit all "ACAS Approval for Deliver" forms are submitted to head office.
1.3	**Trainers and Assessor**	a) Make sure you have filled in your "ACAS Approval for Deliver" form and that you have appropriate information about qualifications and currency for all Units that you are being asked to train or assess.