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|  | Queensland Certificate of Education  Recognised Studies Application |

r2439 Rebranded July 2014

The Queensland Curriculum and Assessment Authority (QCAA) is a statutory body responsible for providing a range of services and materials relating to syllabuses, testing, assessment, moderation, certification, accreditation, vocational education, tertiary entrance and research.

The QCAA has a responsibility to maintain public confidence in its certificates of achievement.

Please complete sections 1 to 5 of the following form, or give relevant information as securely fastened and referenced attachment/s.

## Section 1: Organisation details

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| Legal name of organisation: |  |
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| Short name or trading name: |  |

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| Type of organisation | |
| Non-profit organisation | Indigenous council |
| Registered Training Organisation | Local government |
| Research institution | Registered charity/charitable organisation |
| School —  State   Non-state | Other (please elaborate): |

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| Organisation address | | | | |
| Street/Unit/Lot No.: |  | Street name: |  | |
| City/Town/Suburb: |  | | | |
| State/Territory: |  | | Postcode: |  |
| Email address: |  | | | |
| Website: |  | | | |

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| Postal address (if different from above) | | | | | |
| PO Box: |  | City/Town/Suburb: | |  | |
| State/Territory: |  | | Postcode: | |  |

### Nominated contact

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| --- | --- | --- | --- | --- | --- |
| Title: |  | Last name: |  | | |
| Given name/s: |  | | | Preferred name: |  |
| Position: |  | | | | |
| Work phone: |  | | | Facsimile: |  |
| Email: |  | | | | |

### Organisational structure

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| Describe your organisation’s structure, including number of personnel, governance etc. (See attached ) |

### Purpose/objective/mission statement of the organisation

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| What is the purpose/objective/mission statement of your organisation? (See attached ) |

## Section 2: Public accountability

Your organisation must demonstrate a level of public accountability. Please provide **A** and any one of **B**, **C** or **D**.

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| A. | |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |   Insurance Certificate of Currency | | |
| **B.** | Certificate of Incorporation | **OR** | Royal Charter  Constitution  Memorandum of Understanding |
| **C.** | Copy of the current annual report | **OR** | Copy of a current auditor’s report |
| *(Please supply a copy of the relevant certificate)* | | |
| D. | If applicable, please supply your:   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Australian Business Number (ABN) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |   **OR**   |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | Australian Company Number (ACN) |  |  |  |  |  |  |  |  |  |  |  | | | |

## Section 3: Organisational resources

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| 1. **Does the organisation use its own staff to deliver the course/s?**   No, go to 2.  Yes, go to 3. |
| 1. **Does the organisation accredit other people to deliver the course/s?**   No, go to 3.  Yes, provide details of the accreditation process. |
| 1. **What qualifications do teachers/instructors/assessors require to deliver the course/s?**   No formal qualifications are required, go to 4. |
| 1. **Does the organisation require people to participate in professional development or training before people can deliver the course/s?**   No, go to 5.  Yes, provide details of the professional development or training. |
| 1. **What experience and/or training do teachers/instructors/assessors require?**   No experience or training is required. |

## Section 4: Course details

Please fill out 1–7 below for each course the organisation is seeking recognition for, and supply a copy of the course profile. If there is more than one course, please attach this Section 4 to the relevant course profile.

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| **1. Name of the course** |  |
| 2. Does the course result in an award level described by the Australian Qualifications Framework?  No.  Yes, include supporting information. | |
| 3. How does the course enhance further learning, employment or community engagement pathways for young people completing the course? | |
| 4. What formal connections exist between successful completion of this course and further education, training or employment (if any)? | |
| 5. How is achievement in the course reported? (For example, 1 to 7 scale, A to E scale, pass, qualify, awarded, unsuccessful, not awarded and the like.) | |
| 1. **For a course to be recognised it needs to meet the legislated quality criteria for recognition (Attachment 1). Briefly explain how your course/s meets the criteria.** | |
| 1. **Are there any students who are studying this course that attend a Queensland school and are enrolled in Years 10, 11, 12?**   Yes, provide details of the number and general location, for example, 176 across the state or 25 south east Queensland, 9 central Queensland and 16 Cape York. | |

## Section 5: Course development

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| 1. Did the organisation employ staff to develop this course/s?  No  Yes |
| 2. Does the organisation own this course/s?  No, go to 3.  Yes |
| 3. Does the organisation have permission or licence to use this course/s from the owner of the course/s?  No — unfortunately QCAA requires permission from the owner of the course/s to proceed with this application.  Please contact the Recognition Officer, Curriculum Services if you require further information.  Yes, please attach an authenticated copy of the permission or licence, e.g. witnessed by a Justice of the Peace or accompanied by a statutory declaration. |

I certify that the information contained within this document is correct and accurate at the time of completion.

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|  |  | /    / |
| Signature |  | Date |
|  |  |  |
| Full name (PLEASE PRINT) |  | Organisation Title |

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| Form return  Please complete and return this form with an electronic copy and one hard copy of each course to:  Curriculum Services Division  Queensland Curriculum and Assessment Authority  PO Box 307  Spring Hill QLD 4004  Fax: (07) 3221 2553  Email: recognition@qcaa.qld.edu.au  For further information, please contact the Curriculum Services Division on (07) 3864 0395. |

## Attachment 1 — Recognition Quality Criteria

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| Criterion 1 — Rationale |
| Every course of study contributing achievement to a learning account will describe learning opportunities that, in the opinion of the QCAA:   * are appropriate for young people in the senior phase of learning * enhance further learning, employment or community-engagement pathways.   Therefore, each course of study will include a rationale that describes:   * the purpose of the course * the intended learning outcomes * who the course has been developed for * links to possible pathways after completion of the course (e.g. further learning, employment or community engagement). |

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| Criterion 2 — Course specification |
| A course of study will include details about:   * the knowledge and skills learned – for example: * aims and objectives * ideas and concepts underpinning the course * course organisation – for example: * content * structure and sequence of learning * units or modules of work * required learning experience (activities) * course length (total hours required) * assessment – for example: * types of assessment instruments * conditions of assessment * how decisions are made about achievement (e.g. criteria, marks, grades) * how the overall result for the course is calculated (e.g. weighting given to individual assessment instruments) * details of procedures for decision making about achievement (e.g. meetings to discuss performance decisions, cross-marking) * resource requirements – for example: * physical resources * human resources (e.g. qualifications to deliver the learning). |

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| Criterion 3 — Compliance |
| Every course of study contributing achievement to a learning account will not encourage or condone contravention of Commonwealth and State laws. This means that each course of study:   * will not either implicitly or explicitly encourage or condone contravention of Commonwealth and State laws * may make reference to specific law/s important to its delivery. |