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|  | Queensland Certificate of EducationRecognised 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

|  |  |  |  |
| --- | --- | --- | --- |
| 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. |

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|   |   |   |   |   |   |   |   |   |   |   |   |   |

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:

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Australian Business Number (ABN) |   |   |  |   |   |   |  |   |   |   |  |   |   |   |

**OR**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  Australian Company Number (ACN) |   |   |   |  |   |   |   |  |   |   |   |

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## 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.**

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| 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 returnPlease complete and return this form with an electronic copy and one hard copy of each course to:Curriculum Services DivisionQueensland Curriculum and Assessment AuthorityPO Box 307Spring Hill QLD 4004Fax: (07) 3221 2553Email: recognition@qcaa.qld.edu.auFor 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.
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