

# Recognised Study Quality Criteria

Part A: Provider criteria	
1. Provider details	<p>The provider:</p> <ul style="list-style-type: none"> <li>• maintains accurate records with the QCAA</li> <li>• notifies the QCAA of any changes within 14 days.</li> </ul>
2. Adherence to QCAA policies and procedures	<p>The provider:</p> <ul style="list-style-type: none"> <li>• registers, enrolls and reports accurate results for each student in the QCAA Portal</li> <li>• collects one complete student work sample annually, for each recognised study for which a result was reported to the QCAA, and stores the sample for one year from the December after the results were required to be reported</li> <li>• completes the annual compliance advice</li> <li>• submits the information required to determine ongoing recognition</li> <li>• adheres to all QCAA timelines, including due dates published in the Senior Education Profile (SEP) calendar and any others notified by the QCAA</li> <li>• complies with other QCAA policies and procedures.</li> </ul>
Part B: Course criteria	
1. Course details	<p>Each course:</p> <ul style="list-style-type: none"> <li>• has a name, description and a clear set of possible results (including the required standard to be considered a pass)</li> <li>• is owned or is permitted/licensed to be used by the provider</li> <li>• does not encourage or condone contravention of Commonwealth or State laws</li> <li>• is appropriate for students undertaking senior secondary schooling and will enhance further learning or employment opportunities for students</li> <li>• does not cover subject matter and learning goals that are similar to those available through any contributing study of the QCE (excluding other recognised studies)</li> <li>• has a duration that is at least equivalent to a unit of learning in a QCAA syllabus</li> <li>• adheres to documented policies and procedures that are implemented by the provider.</li> </ul>
2. Content	<p>The course information includes:</p> <ul style="list-style-type: none"> <li>• a short description of the program</li> <li>• the learning goals, including the knowledge and skills that students will demonstrate as a result of undertaking the program</li> <li>• an approximate breakdown of the course to show the number of hours for which students will be engaged in active learning.</li> </ul>
3. Assessment processes	<p>There is evidence to show that:</p> <ul style="list-style-type: none"> <li>• assessment is valid and accessible</li> <li>• judgments are reliable</li> <li>• a student's final result is determined from a clear set of possible results.</li> </ul>