



## Application for Endorsement CHC41215 Certificate IV in Career Development

### CONTACT INFORMATION

Institution /Training Provider Name

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Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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Registered Training Organisation (RTO) Registered Trading Name

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Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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Program Coordinator: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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Australian Council for Private Education & Training

ACPET Member: (please circle)                      YES                      NO

If Yes ACPET Member Number: \_\_\_\_\_

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## DOCUMENT CHECKLIST



The following information must be provided with your application for endorsement.

Your application will not be considered unless all information required below is provided and certified as genuine. (See information below on certified copies).

- Evidence of standing with respect to currency of registration and capacity to deliver (ASQA, TAC - WA or VRQA Certificate of Registration)
- Completed RTO Internal Audit Quality Framework Checklist
- Completed Training and Assessment Strategy (TAS)
- Documentation on how the course meets the Australian Qualifications Framework standards at Certificate IV (or higher) level.
- Evidence of appropriate qualifications of **all** personnel contracted or employed to teach module content and/or conduct assessment
- Detailed statement indicating how you would enable a student to be assessed for RPL in relation to core competencies and/or specialist competencies
- CICA Standards Competency Mapping Delivery & Assessment Template
- Course specifications and objectives
- Course/unit/subject/module content
- Assessment processes
- Procedures for RPL
- Specialist competencies that are taught and assessed
- Statement of pre-requisites for entry into the Certificate IV course
- Additional documentation supplied to support the application or provide clarity

People currently working in a profession or occupation listed below can certify copies of original documents

- 1 Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)
- 2 Bailiff
- 3 Bank officer with 5 or more years of continuous service
- 4 Building society officer with 5 or more years of continuous service
- 5 Chiropractor (licensed or registered)
- 6 Clerk of court
- 7 Commissioner for Affidavits
- 8 Commissioner for Declarations
- 9 Credit union officer with 5 or more years of continuous service
- 10 Dentist (licensed or registered)
- 11 Fellow of the National Tax Accountant's Association
- 12 Finance company officer with 5 or more years of continuous service
- 13 Judge of a court
- 14 Justice of the peace
- 15 Legal practitioner (licensed or registered)
- 16 Magistrate
- 17 Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*
- 18 Master of a court
- 19 Medical practitioner (licensed or registered)
- 20 Member of Chartered Secretaries Australia
- 21 Member of Engineers Australia, other than at the grade of student
- 22 Member of the Association of Taxation and Management Accountants
- 23 Member of the Australian Defence Force with 5 or more years of continuous service
- 24 Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the Institute of Public Accountants
- 25 Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
- 26 Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*
- 27 Nurse (licensed or registered)
- 28 Optometrist (licensed or registered)
- 29 Permanent employee of Commonwealth, State or local government authority with at least 5 or more years of continuous service.
- 30 Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
- 31 Pharmacist (licensed or registered)
- 32 Physiotherapist (licensed or registered)
- 33 Police officer
- 34 Psychologist (licensed or registered)
- 35 Registrar, or Deputy Registrar, of a court
- 36 Sheriff
- 37 Teacher employed on a full-time basis at a school or tertiary education institution
- 38 Veterinary surgeon (licensed or registered)