

Application for Endorsement Graduate Certificate or Higher Qualification

CONTACT INFORMATION

Institution Name

Address: _____

Suburb: _____ State: _____ Postcode: _____

Telephone: _____ Email: _____

COURSE INFORMATION

Qualification Title: _____

Program Coordinator: _____

Telephone: _____ Email: _____

- Graduate Certificate
- Graduate Diploma
- Other Qualification - please specify

Universities or other Higher Education Providers seeking approval for a Graduate Certificate, which is subsumed by a higher degree into which students/graduates, can articulate seamlessly (e.g., Graduate Diploma, Master, Doctorate), may seek concurrent endorsement for the higher degrees.

Endorsement of the Graduate Certificate extends to these higher degrees only if the entire course is subsumed by the next level. Applicants must request *Concurrent Endorsement* at the time of application for endorsement of the Graduate Certificate.

If *Concurrent Endorsement* is sought, applicants must supply the required documentation.

Failure to seek or secure *Concurrent Endorsement* will result in the need for a separate application for *Endorsement*

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).

- Official internal accreditation approvals documentation
- Documentation on how the course meets the Australian Qualifications Framework Standards as a Graduate Certificate or higher (Australian Institutions only)
- Detailed statement indicating how course content and delivery enable development of CICA Standards Core Competencies (refer Section 6 Competency Guidelines – Professional Standards for Australian Career Development Practitioners)

It is acknowledged that courses will not necessarily aim to, nor be able to, provide a learning experience which would enable its students to meet the competencies of all of the Specialisations defined within the Standards (assessment, counselling skills, program delivery, working with people with disabilities, project management, and employer liaison).

As a consequence of the inherent limitation, it is required that a course submitted for *Endorsement* provide evidence of how they address the core competencies and, if applicable, how it approaches development of the competencies of the Specialisations.

- Course specifications and objectives
- Course/unit/subject/module content
- Assessment processes
- Procedures for RPL or advanced standing
- Evidence of appropriate qualifications of **all** personnel contracted or employed to teach module content and/or conduct assessment
- Specialist competencies (if applicable) that are taught and assessed
- Evidence of articulation with related/higher qualifications
- 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)