Application for Endorsement

Certificate IV in Career Development

CONTACT INFORMATION

Institution / training provider name

Address

Suburb | State | Postcode

Telephone | Email

REGISTERED TRAINING ORGANISATION (RTO)

RTO registered trading name

Address

Suburb | State | Postcode

Telephone | Email

PROGRAM COORDINATOR

Name | Telephone | Email

INDEPENDENT TERTIARY EDUCATION COUNCIL AUSTRALIA (ITECA)

ITECA member

☐ Yes ☐ No

If yes, ITECA member number

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 the information on certified copies on the next page.

- [ ] Evidence of standing with respect to currency of registration and capacity to deliver (ASQA, TAC (WA) or VRQA Certificate of Registration)
- [ ] Evidence of the RTO's most recent internal audit or self-assurance review against the 2025 Standards for Registered Training Organisations (in the RTO's own format)
- [ ] 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
- [ ] Completed CICA Competency Mapping of Delivery & Assessment Form
- [ ] Course specifications and objectives
- [ ] Course/unit/subject/module content
- [ ] Assessment processes
- [ ] Procedures for RPL, including a statement of how a student would be assessed for RPL against the Core Competencies and any Specialised Competencies
- [ ] Specialised 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

Electronic certification

Certified copies may be submitted electronically. A scanned copy of a certified document is accepted, provided the certifier's statement, signature, full name, occupation or position, and the date of certification are clearly legible. Documents certified electronically (for example, with a digital signature) are accepted on the same basis. CICA may ask to see the original certified copy.

CERTIFIED COPIES

People who hold one of the occupations or positions listed below, at the time of certifying, can certify copies of original documents. The list follows the Australian Government's list of approved witnesses for Commonwealth statutory declarations.

Occupations (licensed or registered to practise in Australia)

1. Architect
2. Chiropractor
3. Dentist
4. Financial adviser
5. Financial planner
6. Legal practitioner
7. Medical practitioner
8. Midwife
9. Migration agent registered under Division 3 of Part 3 of the Migration Act 1958
10. Nurse
11. Occupational therapist
12. Optometrist
13. Patent attorney
14. Pharmacist
15. Physiotherapist
16. Psychologist
17. Trade marks attorney
18. Veterinary surgeon

Positions

1. Accountant who is either a fellow of the National Tax Accountants' Association, or a member of Chartered Accountants Australia and New Zealand, the Association of Taxation and Management Accountants, CPA Australia or The Institute of Public Accountants
2. Agent of the Australian Postal Corporation (Australia Post) who is in charge of an office that provides postal services to the public
3. APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this list
4. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
5. Bailiff
6. Bank officer with 5 or more years of continuous service
7. Building society officer with 5 or more years of continuous service
8. Chief executive officer of a Commonwealth court
9. Clerk of a court
10. Commissioner for Affidavits
11. Commissioner for Declarations
12. Credit union officer with 5 or more years of continuous service
13. Permanent employee of a Commonwealth authority with 5 or more years of continuous service who is not specified in another item of this list
14. Employee of the Australian Trade and Investment Commission who is in a country or place outside Australia, authorised under paragraph 3(d) of the Consular Fees Act 1955, and exercising the employee's function at that place
15. Employee of the Commonwealth who is at a place outside Australia, authorised under paragraph 3(c) of the Consular Fees Act 1955, and exercising the employee's function at that place
16. Engineer who is either a member of Engineers Australia but not a student, a Registered Professional Engineer of Professionals Australia, registered as an engineer under a law of the Commonwealth, a state or territory, or registered on the National Engineering Register by Engineers Australia
17. Finance company officer with 5 or more years of continuous service
18. Holder of a statutory office not specified in another item in this list
19. Judge
20. Justice of the Peace
21. Magistrate
22. Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
23. Master of a court
24. Member of the Australian Defence Force who is either an officer, a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service, or a warrant officer within the meaning of that Act
25. Member of the Australasian Institute of Mining and Metallurgy
26. Member of the Governance Institute of Australia Ltd
27. Member of either the Parliament of the Commonwealth, the Parliament of a state, a territory legislature or a local government authority
28. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
29. Notary public, including a notary public (however described) exercising functions at a place outside the Commonwealth or the external territories of the Commonwealth
30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public
31. Permanent employee of a state or territory, or a state or territory authority, with 5 or more years of continuous service, other than such an employee who is specified in another item of this list
32. Permanent employee of a local government authority with 5 or more years of continuous service, other than such an employee who is specified in another item of this list
33. Person before whom a statutory declaration may be made under the law of the state or territory in which the declaration is made
34. Police officer
35. Registrar, or Deputy Registrar, of a court
36. Senior executive employee of a Commonwealth authority
37. Senior executive employee of a state or territory
38. SES (senior executive service) employee of the Commonwealth
39. Sheriff
40. Sheriff's officer
41. Teacher employed full-time or part-time at a school or tertiary education institution