

# Application for approval of a high level VET qualification as part of the VCE/VCAL

## COLLECTION NOTICE

The Victorian Curriculum and Assessment Authority (VCAA) is a statutory authority continued under the *Education and Training Reform Act 2006* (Vic). The VCAA collects the information requested in this form, which includes personal information as defined in section 3 of the *Privacy and Data Protection Act 2014* (Vic), for the purpose of facilitating and administering your organisation's application for approval of a high level VET qualification as a part of the VCE/VCAL. The personal information collected in this form will be disclosed to and used by relevant VCAA employees and/or contractors for and in connection with the abovementioned purpose. Unless the VCAA is authorised or required by law to do so, the VCAA will not use or disclose the personal information collected in this form except for the abovementioned purpose. When an individual's personal information is provided to the VCAA by a third party, the VCAA requests that the individual is made aware their personal information will be or has been provided to the VCAA, the purpose for which it will be or was provided and to whom it will be or is likely to be disclosed. If the requested information is not provided on this form, the application will not be assessed. An individual may request access to personal information the VCAA holds about them, and request its correction if inaccurate. Initial enquiries regarding access to personal information held by the VCAA in relation to applications for high level VET qualification as a part of the VCE/VCAL can be made by contacting the VCAA's VET Unit at [vet.vcaa@edumail.vic.gov.au](mailto:vet.vcaa@edumail.vic.gov.au). The VCAA Privacy Policy can be found at [www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx](http://www.vcaa.vic.edu.au/Pages/aboutus/policies/privacypolicy.aspx).

If your RTO/School is planning to offer more than one Certificate IV or Diploma qualification, please complete one form per qualification.

## QUALIFICATION DETAILS

1. Qualification Code

2. Qualification Title

Please attach a list of the Units of Competencies (UoCs) to be undertaken as part of this qualification, including UoC code and title

3. Name of RTO

4. Home school/s of student/s

5. Training delivered at  RTO  School  Other location/s

Name and address where training is delivered

6. Provide year level of students  Yr 10  VCE Year 11  VCE Year 12  VCAL Intermediate  VCAL Senior

7. How will this qualification be delivered?

Face-to-face  Online  Other (please specify)

8. Date the training will commence

9. Duration of training  1 year  2 years  3 years

10. Delivery hours per week

11. Nominal hours Year 1     Year 2     Year 3

If annual nominal hours exceeds 300 provide details in Question 15.

12. Is it intended that student/s will complete the qualification?  Yes  No

13. Is this qualification to be undertaken as an apprenticeship or traineeship?  Yes  No

14. Is it intended that SWL will be undertaken?  Yes  No

## ENTRY REQUIREMENTS

15. Delivery details of qualifications where annual nominal hours exceed 300.

16. What are the entry requirement/s for this qualification (include specific **VR** requirements, prerequisite studies, complementary studies)?

17. What previous VET training have the students undertaken, which provides a pathway into this qualification?

18. Are there any other requirements or characteristics of the student cohort that may make this qualification appropriate for them?

19. How do you plan to ensure that students have met the requirements outlined above?

20. Use this space to add any further supporting information or evidence.

Date of application

DD/MM/YYYY

Name

Role

Organisation

Phone 1

Phone 2

Email

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[vet.vca@edumail.vic.gov.au](mailto:vca@edumail.vic.gov.au)