

**Checklist for Applicants for  
Combined Registration and Accreditation**

This checklist is intended as an aid to assist in preparing an application for combined registration and course accreditation. The applicant is responsible for ensuring that all essential procedures and criteria are addressed.

**A. Procedural Requirements** (See Guidelines, Part 2.5 & Part 3.6.)

Letter signed by education institution's PEO requesting assessment for combined registration and accreditation, with details of institution's contact person for application.

Letter accompanied by:

- application fees for registration and accreditation
- statutory declaration concerning applicant's 'fit and proper' status
- declaration concerning history of applications
- undertaking to permit inspection of premises by Director-General's representative
- undertaking to provide annual statistical data
- one unbound copy of the combined submission (including letter of support from institution's authorising committee)
- assessment fee for accreditation ( to be paid when an advisory committee is appointed to assess the application).

**B. Submission** (See Guidelines, Parts 4 and 5.)

Title Page

Table of Contents

(In the list below, 'R' and 'A' denote criteria included in the separate requirements for assessment of Registration and Accreditation included in Parts 4 and 5, respectively, of these guidelines.)

**Section 1: Institutional Information**

- R1.1 Legal identity
- R1.2 Ownership and governing body
- R1.3 Mission statement
- R1.4 Organisational structure
- R1.5 Relationship with other bodies
- R1.6 Financial management
- A1.6 Development of the course
- A1.7 Key development staff for course

**Section 2: Course Information**

- A2.1 Overview of body of knowledge
- A2.2 Course name and level
- A 2.3 Duration of course
- A2.4 Proposed title of qualification
- A2.5 Authority conferring qualification
- A2.6 Rationale for the course
- A2.7 Course objectives
- A2.8 Admission requirements
- A2.9 Recognition of prior learning

- A2.10 Articulation arrangements
- A2.11 Course content and structure
- A2.12 Specialised/professional skills
- A2.13 Course sequence
- A2.14 Subject outlines
- A2.15 Course workload
- A2.16 Modes of study
- A2.17 Delivery methods
- A2.18 Assessment methods
- A2.19 Academic staff
- A2.19 Professional development
- A2.20 Staff recruiting

**Section 3: Educational/Human Resources**

- A3.1 Course resourcing
- R3.1 Support staff
- R3.2 Accommodation/Facilities
- R3.4 Library
- A3.3 General/special accommodation
- A3.4 Multi-media & on-line capacity

- R3.5 Student support services
- R3.6 Relationships with students

***Section 4: Quality Management System***

- R4.1 Monitoring, evaluating & changing curriculum
- R4.2 Monitoring & reviewing course delivery
- R4.3 Financial & administrative infrastructure
- R4.4 Staff selection, appraisal & development