

**Senate Standing Committee on Economics**  
**ANSWERS TO QUESTIONS ON NOTICE**  
Industry, Innovation, Science, Research and Tertiary Education Portfolio  
Additional Estimates Hearing 2011-12  
15 February 2012

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**AGENCY/DEPARTMENT:** AUSTRALIAN SKILLS QUALITY AUTHORITY (ASQA)

**TOPIC:** ASQA Accreditation Applications

**REFERENCE:** Written Question – Senator Payne

**QUESTION No:** AI-71

Can the Department provide advice of the details of the process of application, audit, and approval, including all stages of the process and timeframes/time limits, involved in an organisation seeking ASQA accreditation?

**ANSWER**

- There are three types of applications: application for initial registration, application to amend the scope of registration and application for renewal of registration.
- Stage one of ASQA's registration processes begins with an organisation completing an application form. This can be accessed on the ASQA website, completed online or downloaded and completed in hardcopy. The website provides full disclosure of registration requirements and conditions and specifies documentation required to be submitted with the application.
- Stage two is an initial assessment by ASQA for completeness of information and documentation provided. Applicants are offered the opportunity to address any issues identified.
- Stage three is a risk assessment of the organisation's capability to meet all requirements including the standards within the VET Quality framework, financial viability and if the owner/s meets fit and proper person criteria. The level of risk, based on set criteria, determines whether an audit is required and the extent of audit verification required.
- Stage four is the decision to approve or reject the application. Registration is approved for a period of not more than five years. A decision to reject an application can only be made by ASQA Commissioners and applicants have the right of review and appeal.
- A similar process is followed when registered training organisations apply to renew their registration, or apply to change the range of qualifications they deliver.
- The legislation does not set a time limit for the application process apart from the limit of six months for the applications of those registered training organisations which are transferring to ASQA from state or territory regulators.
- The processing time will vary according to the complexity of the application, information provided by the applicants, the risk assessment process and the audits required to determine if all of the standards are complied with by the applicant.
- Once ASQA has been operating in a more comprehensive regulatory role for longer and when the high volume of cases handed over from jurisdictions on 1 July 2011 have been processed it will be possible for ASQA to derive average processing times which are meaningful.