

Checklist for endorsement of Micro-credentials in South Australia

	Yes	No	N/A
Micro-credential proponent's details			
Trading name, legal status & Australian Business Number (ABN)			
Organisation details and lead contact			
Identify partners involved in development of the proposed course			
Industry need for training			
Purpose of the micro-credential			
Evidence of a genuine gap in the training market, including the availability of the course from another Australian jurisdiction			
Evidence the training is contemporary and will meet current, emerging or future skills, knowledge or attributes needed by industry or business			
Alignment to South Australia's priority industries and/or skills for courses			
Identify target group for the course and related demand, noting if it supports people changing job roles, workplaces or transition to a new industry			
Identify industry referees and training referees			
Education Provider /RTO information			
Provide course copyright and licencing information and arrangements			
Identify the education providers and RTO's delivering the course			
Credentials, experience and expertise of the course designer			
Trainer credentials and experience required to deliver the course			
Course information			
Learner outcomes, performance criteria and assessment material for each subject (Australian Qualification Framework level identified where relevant)			
Identify occupation(s) and qualification(s) related to the course, noting core transferable skills and core job-specific skills required for job roles			
Nominal hours for completion of the course and each subject			
Pathways between the school, vocational, and higher education sectors and to an accredited course			
A copy of the certificate issued, including verification of learning outcomes			
Term of endorsement sought (typically 12 months)			
Pathways to employment or further skills			
Type of course (upskilling, reskilling, transitioning, preparatory course)			
Review subjects that are nationally recognised training and those that are non-accredited training ¹ and related school, VET and higher education pathways			
Policies and Systems Standards for Course Delivery			
Records management and student information systems in line with Australian privacy standards			
Public Liability Insurance Certificate of Currency			
Complaints and feedback policy			

¹ Non-accredited training refers to training that is not government quality assured and not accredited by the Australian vocational education and training accreditation authorities.