

## CHECKLIST FOR SOUTH AUSTRALIAN SKILLS COMMISSION ENDORSEMENT OF MICRO-CREDENTIALS

	Yes	No	NA
<b>Proponent's details</b>			
Legal name, Trading name, Australian Business Number (ABN), Australian Company Number (ACN).			
Head office address and Lead person name, position and relevant contact details.			
<b>Description and purpose of the micro-credential course</b>			
<b>Purpose of the micro-credential course</b> including the skills and knowledge covered by the micro-credential, method of delivery and duration of training.			
Evidence of a <b>genuine gap in the training market</b> , including the availability of the micro-credential course from another Australian jurisdictions, i.e., evidence that the micro-credential will add to current quality assured learning and meet an unmet need.			
<b>Evidence of demand</b> that demonstrate industry, employer, or community need/support for the micro-credential.			
Alignment to South Australia's priority industries and/or skills for workforce demand.			
Identify <b>target groups</b> for the micro-credential course noting if it supports people changing job roles, workplaces or transition to a new industry.			
<b>Outcome of the micro-credential:</b> i) What a graduate of the micro-credential will be able to do upon completion. ii) Evidence the training is contemporary and will meet current, emerging skills, knowledge or attributes needed by industry/ business.			
Identify minimum of three industry and training referees.			
<b>Micro-credential course information</b>			
Micro-credential <b>course components</b> .			
<b>Nominal hours for completion</b> of each subject and the micro-credential course. Delivery methods/ arrangements for delivery are clearly identified and appropriate to the needs and level of the intended learners and support achievement of the learning outcomes.			
<b>Learner outcomes, performance criteria and assessment material for each subject.</b> (Australian Qualification Framework level identified where relevant).			
Identify information on <b>entry requirements</b> including recognition of prior learning.			
Identify <b>occupation(s) and qualification(s) related to the micro-credential course</b> , noting core transferable skills and core job-specific skills required for job roles.			
A <b>copy of the certificate issued</b> , including verification of learning outcomes.			
Identify <b>partner organisation/s</b> involved in the development of the proposed micro-credential course.			
Identify any <b>government funding</b> to assist with the development of the micro-credential course.			
<b>Term of endorsement</b> sought (typically 18 months).			
<b>Micro-credential course ownership and partner organisation information</b>			
<b>Micro-credential course owner's information</b> is clear and accurate.			
Authority to deliver the micro-credential course is clear, i.e., <b>copyright and licensing arrangements</b> are clear.			
Identify the <b>partner organisation/s that will deliver the micro-credential course</b> .			
<b>Partner organisation/s</b> and <b>key contact person</b> name, position and relevant details.			
<b>Trainers/assessors' credentials and experience</b> required to deliver the micro-credential course.			
Identify suitable delivery site(s)/ facilities, physical resources, and learner support systems to enable sustained delivery of micro-credential course.			
<b>Pathways to employment or further training</b>			
<b>Type of micro-credential course</b> (Upskilling, reskilling, transitioning, preparatory course or combine)			
<b>Pathways</b> between the school, vocational, and higher education sectors and to an accredited course			
Review subjects that are nationally recognised training and those that are non-accredited* training and related school, VET and higher education pathways			
<b>Policies and Systems Standards for micro-credential course delivery</b>			
<b>Public Liability Insurance Certificate of Currency</b>			
<b>Record management and learner information system</b> in line with Australia privacy principles			
<b>Complaints and Feedback policy</b>			

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