

CHECKLIST FOR SOUTH AUSTRALIAN SKILLS COMMISSION ENDORSEMENT OF MICRO-CREDENTIALS

	Yes	No	NA
Proponent's details			
Legal name, Trading name, Australian Business Number (ABN), Australian Company Number (ACN).			
Head office address and Lead person name, position and relevant contact details.			
Description and purpose of the micro-credential course			
Purpose of the micro-credential course including the skills and knowledge covered by the micro-credential, method of delivery and duration of training.			
Evidence of a genuine gap in the training market , 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.			
Evidence of demand 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 target groups for the micro-credential course noting if it supports people changing job roles, workplaces or transition to a new industry.			
Outcome of the micro-credential: 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.			
Micro-credential course information			
Micro-credential course components .			
Nominal hours for completion 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.			
Learner outcomes, performance criteria and assessment material for each subject. (Australian Qualification Framework level identified where relevant).			
Identify information on entry requirements including recognition of prior learning.			
Identify occupation(s) and qualification(s) related to the micro-credential course , noting core transferable skills and core job-specific skills required for job roles.			
A copy of the certificate issued , including verification of learning outcomes.			
Identify partner organisation/s involved in the development of the proposed micro-credential course.			
Identify any government funding to assist with the development of the micro-credential course.			
Term of endorsement sought (typically 18 months).			
Micro-credential course ownership and partner organisation information			
Micro-credential course owner's information is clear and accurate.			
Authority to deliver the micro-credential course is clear, i.e., copyright and licensing arrangements are clear.			
Identify the partner organisation/s that will deliver the micro-credential course .			
Partner organisation/s and key contact person name, position and relevant details.			
Trainers/assessors' credentials and experience 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.			
Pathways to employment or further training			
Type of micro-credential course (Upskilling, reskilling, transitioning, preparatory course or combine)			
Pathways 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			
Policies and Systems Standards for micro-credential course delivery			
Public Liability Insurance Certificate of Currency (for non-accredited training only)			
Record management and learner information system in line with Australia privacy principles			
Complaints and Feedback policy			

*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.