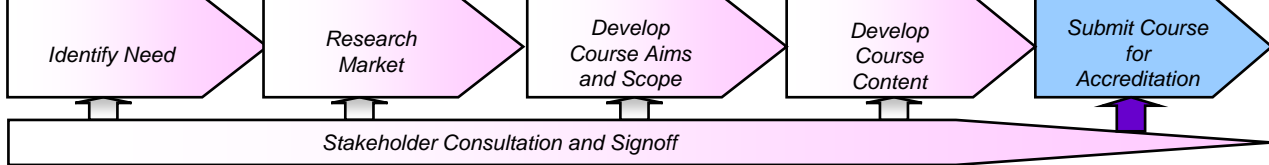


Process Map – 5. Submit Course for Accreditation



Action	Proponent /Developer	Office of TAC	Internal/External Reviewers	TAC Council	Systems Used	
1. Prepare submission to TAC	Prepare submission in accordance with checklist and supporting evidence	Is submission complete and is there a strong case?	Review course submission against AQTF standards		Research database including: <ul style="list-style-type: none"> • TAC Checklist • Reference Group minutes • Terms of Reference • Industry Feedback Letters • Industry Surveys/questionnaires • Consultation workshops • STARS outputs • Public information sources outputs 	
2. Undertake a review of materials submitted		Prepare response indicating reasons				
3. Adjust submission, if required	Adjust submission based on comments		Has review been completed?			
4. Make recommendations for course accreditation		Receive reviewers comments	Make recommendations to TAC			
5. Accredit or reject submissions	Course approved for accreditation?	Compile briefing note on course		Review recommendations and provide feedback		
6. Update databases (NTIS and STARS) with approved course details	Appeal decision?	Prepare notification to proponent				
7. Prepare submission to Course Reference Group	Follow appeal process	Update national register NTIS with approved courses				
8. Receive approval to proceed with course accreditation	End					
						• NTIS and STARS