

Application for course endorsement





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Section 1: Applicant details	S				
Legal Name of Applicant:					
Trading Name:				ABN:	
Organisation name to appear on Endorsement Certificate:					
Chief Executive /Legal Signatory Name:				Job Title:	
Name of person responsible for application: (if not same as above)				Job Title:	
Head Office Address:	State:			Post Code:	
Telephone of person responsible for this application:				Mobile:	
Email address of person responsible for this application:					
Main Website URL:					
ls your organisation an RTO?	YES	NO 🗌	If yes, ple	ease complete	fields below.
RTO Code:		1	•		
TEQSA Registration Number (for Higher Education Providers):			CRICOS (if applic		
Initial registration date:			Registra date:	tion end	
Is your organisation a non-registered party arrangement) applying for the equalification?			YES 🗌	NO 🗌	If yes, please complete fields below and refer to Section 4 .
Name of the RTO issuing the qualifica of attainment:	tions and sta	tements			
Code of the RTO issuing the qualificat					
attainment:			T		
Does your organisation have a writter RTO issuing the qualifications and sta (as required by Clause 2.3 of the Standard	YES 🗌		NO 🗌		



Does your organisation cooperate with ASQA and provide	VEC 🗆	NO 🗆
accurate responses to requests about	YES	NO 🔲
delivery of services?		
Do you require AIPM to sign a Confidentiality Agreement?		
If yes, please forward your Confidentiality Agreement to	YES 🗌	NO□
AIPM with your Application for Course Endorsement.		



Section 2: Agreement

By signing this form you acknowledged that, as the delegated representative of the organisation, you:

- 1. Have read, understood and agree to comply with AIPM's Guide to Endorsement.
- 2. Understand that AIPM reserves the right to withdraw or suspend endorsed course status when a course provider's conduct is reasonably likely to negatively impact the reputation of AIPM or the endorsed course program.
- 3. Will notify AIPM of any significant changes to the content, course materials, assessment or course title during the period of endorsement.
- 4. Will maintain the reputation and integrity of the Endorsed Course Program by ensuring that course/s quality is maintained to the highest standard during the period of endorsement.
- 5. Declare that the organisation has the capability to deliver the course as described in this application.
- 6. Declare that the course/s submitted for endorsement will be presented by qualified facilitators with relevant PM experience, PM qualifications and appropriate academic educational qualifications
- 7. Will promote the AIPM by providing AIPM marketing material to students at the commencement or during the course (AIPM will provide these materials).
- 8. Will ensure that trainers and facilitators are aware of AIPM Certification and are able to confidently answer students' questions about AIPM Certification, AIPM membership and the AIPM.
- 9. Declare that the organisation currently meets all the requirements of the Standards for RTOs 2015 and has met the requirements of the Standards for all Australian Qualifications Framework AQF certification documentation (for registered vocational education and training providers delivering these courses); and/or the Higher Education Standards Framework (for institutions delivering higher education qualifications).
- 10. Declare that the non-registered training provider (third-party arrangement) applying for the endorsement of a VET qualification has a written agreement with the RTO issuing the qualifications and statements of attainment, cooperates with ASQA and provides accurate responses to requests about delivery of services as required by the Standards for RTOs 2015.
- 11. Will ensure that prior to enrolment or commencement, the RTO informs learners about any third parties who are involved in the training, assessment and/or related services. Learners must also be provided with the contact details of the third party (Clause 5.2 of the Standards for RTOs 2015).
- 12. Will provide AIPM with evidence of course quality such as student satisfaction throughout the period of endorsement.
- 13. Will provide any additional information reasonably necessary for the Endorsed Course assessor or AIPM to be assured that the course is of a suitably high standard for AIPM endorsement.
- 14. Understand that the course endorsement remains valid for three (3) years at which time the training provider must apply for Re-endorsement to maintain the Endorsed Course status.

Signature of Delegated Representative:	
Position:	
Date of Application:	



Section	1 3: Cou	rse #1 o	letails							
		1100 111								
If applicat	ion is for i	more thar	one cour	rse please	copy this	page and	d lodge for	each course		
Full Name	e of Course	e:					Previously endorsed	Yes	No	
	ar on AIPM							by AIPM?		
please inc	lude cours	e code)								
URL to co	urse detai	ils on								
applicant	website:									
(Not Home	epage -URL	L for page								
where AIP	M logo will	l appear)								
Name and	d Job Title	of Course						AIPM Membership		
Contact:								Number:		
The perso	on listed as	s the cour	se contac	t on this fo	orm will b	e recorde	ed in AIPM'	s database as the pers	on	
responsib	le for the	course na	imed on t	his form. I	He/she wi	ll be the f	irst point o	of contact for all matte	rs rela	ting to
this cours	e during i	ts period (of endors	ement. Co	urse cont	acts may	be differe	nt for each course. He	/she m	ay be
the same	as the per	rson respo	onsible for	r the appli	ication – d	or not.				
Note: It i	s a requir	ement th	at Cours	e Contact	must be	a financ	ial Associ	ate or Full Member o	f AIPN	1
Phone Nu	ımber/s of	f Course				Email:				
Contact										
Check box	x where co	ourse is de	elivered:	1		1		1		
						L.				
ACT	NT	SA	VIC	NSW	QLD	TAS	WA	Available On-line		
Please ins	ert a sum	mary of th	ne course	delivery n	nethod ar	nd other i	mportant i	nformation below e.g.	length	n of
		-		-			•	ents are delivered etc.	O	
	-	-						RL provided above.		
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Section	ı 3: Cou	irse #2 o	details							
If applicat	ion is for	more thar	n one cou	rse please	copy this	page and	d lodge for	each course		
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	urse detai	ils on								
applicant										
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	M logo will							AIDM Marsharshin	\top	
Name and Job Title of Course Contact:			!					AIPM Membership Number:		
	n listed a	s the cour	se contac	t on this fo	orm will h	e recorde	ad in AIPM'	s database as the pers		
								of contact for all matte		ting to
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	as the per	•				-				
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Phone Nu	ımber/s of	f Course				Email:				
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		-		-			•	nformation below e.g.	length	of of
	-	-						ents are delivered etc.		
Note: A lin	k will be p	<u>rovided on</u>	the AIPM	website to	direct end	quiries to	the URL pro	ovided above.		



Section	3: Cou	rse #3 o	detai	ls							
If applicat	ion is for	more thar	n one c	ourse pleas	e copy thi	s page an	d lo	dge for	each course		
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applicant		115 011									
	epage -URL	for nage									
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	d Job Title		2						AIPM Membership Number:		
	n listed as	s the cour	se con	tact on this	form will l	ne recorda	ed ii		s database as the pers	On.	
responsib	le for the	course na	amed c	n this form.	He/she w	ill be the	first	point c	of contact for all matte	rs rela	_
	_	•				_	be /	differer	nt for each course. He	she m	າay be
	•			for the app							_
			nat Coi	urse Contac	t must b		cial	Associa	ate or Full Member of	AIPN	1
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Correct			<u> </u>				1				
Check box	x where co	ourse is de	elivere I	d:		1					
ACT	NT	SA	VIC	NSW	QLD	TAS	W	/A	Available On-line		
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	-	-							ents are delivered etc.		
Note: A lin	k will be p	rovided on	the Al	PM website t	o direct er	iquiries to	the	URL pro	vided above.		



Section 4: Non-registered training provider (third-party arrangement)

The non-registered training provider (third-party arrangement) submitting an application for the endorsement of a VET qualification(s) should provide a signed confirmation letter from the RTO issuing the qualifications and statements of attainment as follows:

This letter is to confirm that <RTO name>, <RTO Code> has a written agreement with <Name of Non-Registered Training Provider>, <the start and end date of the agreement>, delivering the <Name of VET qualification> and has sufficient strategies and resources to systematically monitor any services delivered on the RTO's behalf, and uses these to ensure that the services delivered comply with the Standards for RTOs 2015 at all times. Under this agreement, the <RTO name> will issue qualifications and statements of attainment for the <Name of VET course> delivered by <Name of Non-Registered Training Provider>.

We confirm that we have no open issues or complaints against us with ASQA. The date of our last successful ASQA audit was <date of audit>.

<RTO name> is aware of <Name of Non-Registered Training Provider> application for the course endorsement of <Name of VET qualification> and will cooperate with AIPM in responding to requests for additional information reasonably necessary for the Endorsed Course assessor or AIPM to be assured that the course is of a suitably high standard for AIPM endorsement.

<RTO name> will cooperate with AIPM in providing evidence of course quality such as student satisfaction throughout the period of endorsement.

<RTO name> agrees to have its name published on the list of AIPM Endorsed Courses on the AIPM website as the RTO issuing <Name of VET qualification> qualification for <Name of Non-Registered Training Provider> if this course application is successful.

Please submit the letter together with your signed application for endorsement.

Level 23, 100 Miller Street North Sydney, NSW 2060

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