## Australian Government. Department of Social Services.

Masters by Coursework Approval for Student Payments

## APPLICATION COVER SHEET

|  |  |
| --- | --- |
| **Institution name:** |  |
| **Email address:** |  |

### Masters courses submitted for assessment

|  |  |
| --- | --- |
| **Masters course name:** |  |
| **Masters course name:** |  |
| **Masters course name:** |  |
| **Masters course name:** |  |
| **Masters course name:** |  |

### Vice-Chancellor or authorised delegate

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| I verify that these applications meet the criteria set out in the *Guidelines for the Approval of Masters by Coursework Programs for Student Payments*, and all of the information contained within this application is true and correct. |
| **Name** |  |
| **Position** |  |
| **Signature** |  |
| **Date** |  |

Before completing this application form, please review Schedule 3 of the *Student Assistance (Education Institutions and Courses) Determination 2019* to ensure your course has not already been approved.

Please complete an individual course application form for each Masters course submitted for assessment.

Submissions must include all relevant supporting documents such as evidence of accreditation. Applications that are not accompanied by relevant supporting documents cannot be assessed and will be returned to the institution. Late applications cannot be accepted.

### Please email applications and all supporting documents to: mastersapps@dss.gov.au.

Note: Research degrees and doctorate courses are not considered ‘tertiary courses’ for student payment purposes and are not eligible for this program.

Note: accredited graduate certificates and graduate diplomas are already approved for student payment purposes and do not need to be submitted to the Minister for approval.

## COURSE APPLICATION FORM (complete one form per course)

|  |  |
| --- | --- |
| **Institution name:** |  |
| **Course name:** |  |
| **AQF level:** |  |
| **Faculty / School:** |  |
| **Contact name:** |  |
| **Position:** |  |
| **Phone:** |  | **Email:** |  |

|  |  |  |
| --- | --- | --- |
| **Has the course previously been submitted for approval?** | [ ] Yes | [ ] No |
| **If yes, why is the course being resubmitted?** **Important Note:** If course has previously been submitted and not approved, the course should **not** be resubmitted unless there has been a change of circumstances and the course now meets the criteria.  |
| [ ] Course has received accreditation | [ ] Course content has changed |
| [ ] Other – please provide details.  |  |

**Part 1**

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| Is a specialist tertiary qualification legally or professionally **required for entry-level employment** in the relevant profession and: * **accredited by a recognised professional body; and/or**
* **required for admission to a profession; and/or**
* **registered with a state or territory governing body?**

**Important Note:** An industry preference for accreditation is not a legal or professional requirement. Masters courses that lead to a broad field of employment rather than a specific occupation will not be approved. |
| [ ]  Yes. Move Part 2. | [ ]  No. Your course is not eligible for this program.  |

**Part 2**

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| **Which of the following criteria does the course meet?** (A course may meet multiple criteria but only needs to meet one to be eligible. Tick all that apply.) |
| A Masters course is the **Minimum pathway** to professional entry-level employment provided by the institution. The course is the minimum educational qualification legally required for practice in a profession or to obtain professional accreditation. The Masters course must be accredited by the relevant accreditation or registration authority*.* | The course is the **fastest pathway** to professional entry-level employment provided by the institution. The institution does not offer any other courses that are shorter in duration and are sufficient to gain employment in an entry-level position in the field. | The course is the **only pathway** to professional entry-level employment provided by the institution. The institution does not offer any other courses that are sufficient to gain employment in an entry-level position in the field. |
| [ ]  Yes. Complete Section A and B. | [ ]  Yes. Complete Section A and B. | [ ]  Yes. Complete Section A and B. |
| [ ]  No. Your course does not meet the criteria and is not eligible for this program. |

**Section A**

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| **For what profession is this course an entry-level requirement?** If the course is not required for entry-level employment in a specific profession, it does not meet the criteria and cannot be approved. Courses that lead to a broad field of employment are typically not able to meet this criteria.  |  |
| **Is this Masters qualification a legal or professional requirement to gain entry-level employment in the relevant profession in Australia?** **Important Note: Evidence that the qualification is legally or professionally required for entry-level employment must be provided in order for the course to be assessed.** Evidence should be in the form of a letter from the accrediting organisation or information from the accrediting organisation’s website confirming the course has been accredited and providing the expiry date for the period of accreditation. | [ ] Yes [ ] Supporting documents attached | [ ] No. Your course does not meet this criterion. |
| **Is the course currently accredited by a professional body?**  | [ ] Yes  | [ ] No. Your course does not meet this criterion. |
| **Name of accrediting organisation:**  |  |
| **Accreditation expiry date:**  |  |

**Section B**

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| **What is the minimum qualification for entry into this profession, as per the legal or professional requirement?** Please provide details.  |  |
| **What is the duration of the course being applied for?**  |  |
| **What is the mode of study?** | [ ] Full-time | [ ] Part-time |
| **What other pathways does the institution offer for entry-level employment to this profession?** **Important Note:** If the institution offers any other courses suitable for entry-level employment into the profession (eg: Certificate IV, Diploma, Bachelor Degree, Graduate Certificate, Graduate Diploma), the course does not meet the ‘only pathway’ criterion. If any of these other courses are shorter in duration and sufficient to gain entry-level employment, the course does not meet the ‘fastest pathway’ criterion. |
| **Course name/s:** | **Duration and prerequisites:** |
| **What are the educational prerequisites for enrolment in the course?****Important Note:** If enrolment in the course is only open to holders of an undergraduate degree in the same field, and that undergraduate course is sufficient for entry-level employment in the specific profession, the course does not meet the ‘fastest pathway’ criterion as it does not provide a faster pathway for students with an unrelated undergraduate degree.  |  |