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## **RMIA ENDORSED COURSES PROGRAM- CRITERIA AND GUIDE FOR ENDORSEMENT**

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## Document History and Version Control

Version	Date Approved	Approved by	Brief Description
1.00			First Draft Sept 2018

## 1. BACKGROUND

### 1.2. Purpose of This Document:

This document has been approved by the RMIA Board and is the official document that governs and controls the RMIA Endorse Course Program and the formal process for organisations applying for, being approved and maintaining their endorsement.

It sits under and forms an integral part of the RMIA's Constitution.

### 1.3. Purpose of Endorsement:

Endorsement is a formal way of having a course or courses, the organisation delivers, formally endorsed by the RMIA indicating that the RMIA accepts it as a course/qualification that will enable an individual who completes the course to apply for one of the three levels of Professional certification. It is also a way of the RMIA indicating to members or potential members that the organisation delivering an endorsed course meet RMIA requirements and is suitable to use for Professional Development. Endorsement brings benefits to not only the RMIA but also the organisation and their students/participants. It can also be a means for other partnerships.

The RMIA is not a Registered Training Organisation (RTO) and does not develop and deliver courses in its own right and looks to forming partnerships with organisations who are accredited.

### 1.4. Scope of Endorsement:

The scope of endorsement and this document covers the following development and qualification sectors/categories:

- a. Tertiary- higher Education- Formal approved courses leading to a National professional qualification;
- b. Vocational Education (VET)- Formal approved courses leading to a National vocational qualification;
- c. Short Courses of three hours or longer but do not lead to formal qualification but is a course of learning. These can be accredited or not accredited; and
- d. In house Courses- An organisation's internal course that staff must complete as part of their role/job/position;

The first two sectors are governed by the Australian Qualification Framework (AQF). The levels this framework covers are from level 1 (certificate(i)) through to level 10 (doctoral Degree). These levels define the relative complexity and depth of achievement and the autonomy required of graduates to demonstrate that achievement. The levels are defined by criteria expressed as learning outcomes which includes knowledge and skills. The full qualification course or individual units of competency

forming part of the accredited course can be endorsed. EG a degree delivered by a University may have one or two units of competency/subjects within that degree they want accredited, such as a risk subject/unit that is part of an engineering or Business degree

Short course are courses that do not give formal qualifications (as defined under the AQF) but they may or may not be accredited. They are provided by third parties including Professional bodies.

In house courses are ones that have been developed by a third party or the organisation and is a internal qualification that staff, including managers (all levels), must complete as part of their job and development. Many Government organisations and large corporations have these courses.

### 1.5. Which Organisations Can Apply:

The following organisations can apply for and go through the Endorsed Courses process:

- a. Higher Education/Tertiary: Universities and Higher education providers both accredited, non-self- accrediting and self-accrediting. Controlled and accredited by National Skills Standards Council (NSSC) and The Tertiary Education Quality & Standards Agency (TEQSA). They can be an Australian or International accredited provider
- b. Vocational Education- organisations accredited as RTO's including Universities that have Vocational Education qualifications within their scope. Controlled and accredited by The Australian Skills Quality Authority (ASQA) and the state Government accrediting authority in Victoria and western Australia.
- c. Short Courses: Any organisation that delivers suitable courses relating to Enterprise Risk Management. These can be accredited or non-accredited; and
- d. In-House Courses: Any organisation- Government ( federal, state, local), Government Enterprises, large or small organisations including Not For Profits (NFP). They can be Australian or International organisations.

The RMIA does not endorse organisations but only the course or courses they deliver and apply to have endorsed.

### 1.6. Who Is The RMIA:

The Risk Management Institution of Australasia (RMIA) is the professional institution and industry association for Risk Managers in the Asia Pacific region. It is Incorporated under the Australian Corporation Act and has been in existence for over 40 years and has been evolving with how risk has been evolving in Australia and around the world over the years.

RMIA is also the largest national membership organisation for Risk Management in Australia with a growing community of Corporate Members Australia-wide. The RMIA is being consulted and engaged with by regulator, government and large corporations in Australia. It is also establishing links and partnering with other Risk Professional bodies around the world, including possible mutual recognition of Professional Certification

Members of the RMIA cover every sector of the community and economy segmented into the following broad categories:

- Banking, Finance and Insurance
- Engineering and Construction
- Government (all levels)

- Information Technology and Telecommunications
- Management Consulting, Education and Training
- Mining and Resources
- Not for Profit
- Security and Cyber Risk
- Utilities and Services
- Manufacturing, logistics, transportation
- Health and services
- Hospitality

The RMIA offers individuals various levels of membership and professional certification as follows:

- a. Members:
  - i) Student
  - ii) Member
  - iii) Associate Fellow
  - iv) Fellow
  - v) Honorary fellow
  - vi) Life Member
- b. Professional certification (must be a member to apply, as per RMIA's Certification criteria document):
  - i) Certified Practising Risk Associate (CPRA) formal qualifications and 1-2 years' experience);
  - ii) Certified Practising Risk Manager (CPRM) formal qualifications 3-5years experience in a middle-manager position; and
  - iii) Certified Chief Risk Officer (CCRO) 5+years' experience and 3-4 years in a senior position

All members, Associate Fellows, Fellows and each category of Professional Certificate (PC) must undertake Continuing Professional Development (CPD) and must accumulate a set number of CPD points each year over a three-year period to retaining their membership category or Professional Certification category. This is defined in our CPD criteria document

## 1.7 Standards Applied By RMIA:

Even though the RMIA does not have third party accreditation for its certification program its internal processes and systems used for how the organisation is governed, managed, operated and how the Professional certification and Endorsed Courses program/s are established, monitored and assured are as per the minimum requirements and guidelines of the following International and Australian standards: -

- a. AS/NZS ISO 9001:2016 Quality management Systems;
- b. AS ISO 19600:2015 Compliance Management Systems;
- c. AS/NZS ISO 31000:2009 now ISO31000:2018 Risk Management Guidelines; and
- d. AS/NZS ISO/IEC 17024:2013 Conformity Assessment- general Requirements for Bodies Operating Certification of Persons.

## 2. BENEFITS OF ENDORSEMENT

### 2.1. For Organisations:

Organisations who successfully apply for singular or multiple course endorsement enjoy the reputational value of being associated with the leading professional risk management association in Australia. Courses are listed on the [RMIA website](#) and exposed to not only to the entire membership base, but also to anyone with an interest in Risk Management.

Course providers in any of the sectors/categories listed above in clause 1.4 who successfully apply for course (singular or multiple) endorsement are issued with a Certificate of Endorsement for each individual endorsed course and are entitled to use the RMIA Endorsed Course logo in advertising material and courseware

### 2.2. For Individuals:

All students/participants of an endorsed course from any of the categories (see section 1.4 above) who are not a member of the RMIA can apply for any of the membership categories and once a member can apply (if they meet the criteria) for any of the three professional certification categories. The course they are undertaking can contribute to their meeting the criteria for membership and Professional certification depending on which level they are applying for.

All RMIA levels of membership (other than student) and Professional certification can receive continual professional development (CPD) points depending on the duration of the course.

All members including students have access to the following member benefits:

- Electronic newsletter
- Special Interest Groups e.g. Women in risk
- RMIA Linked-in group access
- RMIA jobs offers
- Regular invitations to chapter events
- Invitation to Annual Conference
- Members pricing at events/conferences

Any student/participant of an endorsed Higher Education course can join RMIA as a **Student Member** (if not already a member)

A student/participant is eligible to apply for **Student Membership** as long as they are a full or part time student at a recognised Australian educational institution interested in risk management and not in full time employment. **Student Members** can vote at the AGM and once a Student Member has gained fulltime employment, they can apply for **Individual Membership** and RMIA Professional Certification.

### Certification of Risk Professionals

**RMIA Certification** is the industry benchmark for recognising quality risk professionals.

The RMIA endorsed courses are embedded into the RMIA's Certification processes for risk professionals. Students/participants of endorsed courses are

eligible to apply for the RMIA Certification at “Certified Practising Risk Associate” (CPRA) and “Certified Practising Risk Manager” (CPRM) levels, where<sup>1</sup>:

- Students/participants with over twelve (12) months experience in a risk management related role and completed an undergraduate qualification in risk management at an Australian university or Tertiary Education Quality and Standards Agency (TEQSA)-approved institution are eligible to apply for the **CPRA status**.
- Students/participants with three (3) years’ experience in a risk management role and completed a postgraduate qualification in risk management at an Australian university or TEQSA-approved institution are eligible to apply for the **CPRM status**.

RMIA certification is highly regarded in industry, displays credibility and can help display a member's ongoing commitment to professional development.

Certification provides the following benefits:

- Demonstrates a member competency in risk management, leading to enhanced career options and rewards
- Provides employers with confidence that they are recruiting suitably qualified, skilled and competent applicants
- Certified members are preferred candidates for prospective employers and/or clients
- Provides a pathway for career transitions in the management of risk
- Assists members to achieve status and recognition amongst their professional peers
- As the status of the risk profession increases members benefit from active promotion of their status as a quality professional

### 3. CRITERIA FOR COURSE ENDORSEMENT

#### 3.1. Criteria Based On:

The RMIA’s Endorsed Course Program and Professional Certification Program is based on the RMIA Body of Knowledge RMBOK™ which consists of the following six domains:

- a. Domain 1: Communication and Consultation;
- b. Domain 2: Establish the Context;
- c. Domain 3: Risk Assessment;
- d. Domain 4: Risk Treatment;
- e. Domain 5: Monitoring & Review;
- f. Domain 6: Governance.

These were developed based on the following International standards:

- a. ISO31000:2009 Risk Management Guidelines;
- b. ISO3101:2009 Risk Management- Risk Assessment Techniques; and
- c. ISO Guide 73:2009 Risk Management Vocabulary.

The RMBOK™ is reviewed whenever the standards change, or other relevant standards become published.

#### 3.2. Criteria:

RMIA recognises that not all courses will fit into a selected set of criteria. However, as a guide, RMIA has developed endorsement criteria to assist Higher Education/Tertiary

providers, Vocational Education providers, providers of “In House” course and providers of Short Course develop their course package and associated materials.

Educators/Assessors of endorsed courses are expected to have a high level of professional risk management experience and relevant qualifications. RMIA will assess how well the proposed provider and submitted course specification meets the following Five (5) criteria:

1. Standards based

- Is the course aligned to any relevant industry standards?
- Will it develop professional knowledge and practice?

2. Relevant

- How is the course relevant to participant learning? To the learning needs and priorities of individuals exposed to risk management, and those wishing to gain qualifications in risk management? To practitioner engagement, learning and ability to apply the course content in a work environment?
- How does the course draw on or align with current risk management practices, and state of the art technologies in industry?
- How well does the course demonstrate the key principles of risk management?

3. Collaborative

How would the course improve participant, and management performance in risk management? Would it support professional collaboration, collective inquiry, reflection with peers and experts, or effective learning communities.

4. Future Focused

How does the course promote practitioner and manager innovation and feedback for future practice? How would it prompt research, innovation and skill development and broaden their repertoire of response to current and emerging challenges in the workplace?

5. The Six (6) Domains of the RMBOK™

How does the course deliver and assess against the Knowledge and Practice Statements defined in each domain. The weighting of this will reflect the type of endorsement such as short course, in-house, Vocational education or Higher Education

**In addition to the above Organisations applying for course/s endorsement they must demonstrate (for each course):**

- The aims of the course and relationship to Risk Management are clearly defined.
- Coverage of the relevant section(s) of the RMIA’s Risk Management Body of Knowledge (RMBOK™) Domains across the course units is clearly identified in a matrix or mapping document.
- Lecture/course materials are written in a clear and easy to read format (from a user perspective), so that the student/participant may refer to this if they are unable to participate in part of the course for any reason.



- Assessment procedures and how they relate to the learning outcomes (including knowledge and skill application) should be clearly referenced through the material.
- Teaching staff have a high level of professional risk management experience (academic and/or workplace) and relevant qualifications.

For accredited Higher Education and Vocational Education organisations must demonstrate how they meet and maintain the AQF, ASQA (for Vocational Education) and NSSC/TEQSA (Higher Education/Tertiary) standards and requirements. For International Organisations in the higher education/tertiary sector must demonstrate compliance to their controlling authority and standards.

The course must also demonstrate how it not only covers Risk management- principles, framework and process but should also demonstrate inclusion and cover the following general categories:

- Leadership and Commitment;
- Creating and maintain value;
- Integration into organisations, its processes and activities
- Culture and human factors;
- Continuous improvement
- Link to and achievement of organisational and other key objectives/strategies

## 4. ENDORSEMENT PROCESS:

### 4.1. Application Process:

Organisations wishing to apply for course or courser's endorsement should contact RMIA on (02) 9095 2505 or [membership@rmia.org.au](mailto:membership@rmia.org.au) to make an initial enquiry and, if the decision is made to go ahead, the application process is conducted as follows:

- The organisation completes and returns the **Application for Course Endorsement form (0)** which includes information for each course to be endorsed (if more than one).
- Completed applications should be emailed to [membership@rmia.org.au](mailto:membership@rmia.org.au). Upon receipt, RMIA will invoice the Short Course Provider for the non-refundable Application for Endorsement fee applicable for each course to be endorsed. Payment may be made via EFT or credit card.
- Once this invoice is paid, RMIA will provide Course Provider with a link to a secure Dropbox folder. Course materials, as well as the completed **Application Summary of Evidence (Annexure 3)** should be uploaded electronically to this folder.
- RMIA appoints Endorsed Course Auditors (ECA's) to review the course materials against the defined criteria above (section 3.2) and make recommendations to RMIA for endorsement.
- Successful applicants will be advised in writing and issued with an invoice for the annual fee for each course endorsed. Payment may be made via B-Pay or credit card over the secure website.
- When RMIA receives payment for the annual fee, the course details will be uploaded to the RMIA website and an endorsement certificate for each endorsed course will be issued to the provider of endorsed courses. At the same time, a digital copy of the RMIA course endorsement logos will be provided.

RMIA will endeavour to complete the application for course endorsement process within thirty (30) working days of receipt of the material. This time period may vary depending on the amount of material we need to assess and the availability of the RMIA ECA's.

If a Short Course Provider requires a Confidentiality Agreement to be signed prior to RMIA reviewing its course materials, it should be forwarded to RMIA by either email or fax when the Application is submitted.

The flowchart of the Approval process for Endorsed Courses is detailed in Error! Reference source not found..

#### 4.2. How is The Application and Course Reviewed and Assessed:

Courses are reviewed by three members of RMIA's Endorsed Course Auditor (ECA) panel. Each ECA reviews the application together with the course materials and recommends either **Endorsed** or **Declined**.

RMIA must receive two recommendations from the panel before it makes the final decision to endorse the course.

If the majority of the ECA's recommend the course for endorsement RMIA will notify the Course Provider that their application is successful, otherwise the Course Provider will be advised that their application is unsuccessful.

In some cases, an ECA may recommend that a course endorsement to be **Deferred**. That is, the Course Provider may be required to meet certain conditions prior to the course being delivered under RMIA endorsement. Deferral is usually recommended for courses with minor amendments.

There is no appeal against the decision by the ECA panel.

If a Course Provider is not happy with the decision made by the ECA panel they may re-submit their course for endorsement at a later date after taking into account, the recommendations made by the ECAs. In this case the application will be treated as a new application and the Application for Endorsement Fee will apply. Course Providers who re-submit their courses must also clearly document the changes that have been made from the previous submission.

#### 4.3. What Material Does the Applicant Need To Submit For Course Endorsement:

To facilitate the Endorsement process Organisations/Course providers are required to submit details about the course and risk management subjects relevant to the endorsement. Refer to the "Application Summary of Evidence" (annexure 3) for what material is required, however the list below is an indication of what is required:

- a. CVs for Course Directors/ Lecturers/ Facilitators
- b. Copy of marketing material
- c. Course Outline (this shows course structure, pre-requisites, assessments, program outline, lectures etc.)
- d. Learning and assessment materials for all units
  - i) Copies of lecture slides/notes/handouts
  - ii) Information on each assessment
  - iii) Marking guide for each assessment / model answers
- e. If applicable, workplace learning techniques included/ embedded in the course structure
- f. Copy of Certificate or Award issued to student
- g. A RMIA Form (**Annexure 4**) mapping the course program to the RMIA Risk Management Domains

Organisations/Course Providers-will be issued with a link to a dedicated secure Dropbox folder and are required to submit their course materials electronically.

## 5. ENDORSEMENT COSTS, DURATION, CONDITIONS:

### 5.1. Costs:

The total fee comprises:

- a. Application for Endorsement fee; and
- b. Annual fee.

The Application for Endorsement Fee is applicable for each course to be endorsed and is paid prior to the assessment of materials. The Annual fee is paid following completion of the endorsement review and prior to provision of the RMIA logo and uploading to the RMIA website.

Fee Schedule per course

Course	Application for Endorsement (ex GST.)	Annual Fee (ex GST)	Total Cost over 3 years (ex GST)
Higher Education	\$1,500	\$500	\$2,500
Vocational Education	\$1,000	\$500	\$2,000
Short Course	\$500	\$500	\$1,500

### 5.2. Duration of Endorsement:

Course endorsement lasts for three (3) years provided that the course remains current and the provider continues to comply with all requirements defined in these criteria for endorsement and for Higher and Vocational Education providers they retain their accreditation with their controlling authority. When endorsement expires the provider of an endorsed course will need to re-apply for endorsement and pay the Application for Endorsement fee to commence the re- endorsement process.

For the course to be considered current, during the three-year period of endorsement, it is expected that no changes will be made to the course content or assessment strategy. If a new version of the course is commenced during the endorsement period, or more than 25% of the course content or assessment process is changed, and if the changes impact the quality of the course the provider of an endorsed course may need to re-apply for endorsement. They need to formally advise the RMIA of the degree of changes and the RMIA will make a decision as to whether a new application for endorsement needs to be made. This may attract a new application fee.

Providers of endorsed courses will need to forward a statutory declaration when submitting the annual fee, stating that the course has not changed and will remain current for the following year.

Should a provider of an endorsed course elect not to re-endorse or fail to pay the annual fee within (3) three months from the re-endorsement anniversary, the endorsed course(s) will be deleted from the RMIA website and permission to use the RMIA logo on course materials rescinded.

**Note** that students are not eligible to apply for CPRA or CPRM if the course is not listed on RMIA's website at the time of application.

### 5.3. Conditions:

#### 5.3.1. Third Parties:

RMIA will not enter into an agreement with third party providers.

#### 5.3.2. Maintain Accreditation Conditions and Standards:

The accredited organisation/provider must maintain all requirements and conditions defined within the Endorse Courses Criteria document throughout the endorsed period and each year of that period. In addition to this Higher education and Vocational Education providers must maintain their accreditation with their controlling National Authority

#### 5.4. Failure to Meet and Maintain Conditions and Criteria:

Any organisation /provider who hold endorse status for a course or courses who fails to meet any of the requirements and conditions defined in the "Endorse Course/s Criteria" document will have their endorsed status removed immediately. This failure could be identified through any or the following:

- a. during any RMIA monitoring/review activities; or
- b. Notification from the Higher Education or Vocational Education National Controlling Authority;
- c. A formal complaint received from any student/participant undertaking the endorsed course or from any employer of the student/participant.

RMIA will formally notify the organisation /Provider of the decision to remove the endorsement status and why. If this course of action is taken the organisation/course provider must

- a. formally notify any participant/student, currently enrolled in the endorsed course, that the RMIA have removed the endorse course status and what the implication to the student/participant is in respect to the individual being able to apply for RMIA membership or Professional certification;
- b. Must provide the RMIA of a list of all students/participants enrolled in the endorsed course; and
- c. Must immediately remove the RMIA Endorsed course logo and reference to RMIA endorsement from their website, other digital media sites, other advertising material, course package and material etc

If the organisation/Provider wishes to address the reasons for the withdrawal and can give a guarantee to the RMIA that this will not happen again they can apply for the course to be endorsed again but this will be treated as a new application and an application fee will apply

## 6. USE OF RMIA LOGO

The endorsed course logo can be added to the endorsed course materials as well as the web page that provides the information for the successfully endorsed course. It can also be added to the Organisations/Course Provider's website "home" page provided that it appears with the names of the courses that are endorsed listed with the logo. It must be clear to visitors to the website that it is the courses that are endorsed by RMIA - not the Course Provider.



# RMIA

RISK MANAGEMENT INSTITUTE OF AUSTRALASIA

ENDORSED COURSE

## 7. ENDORSEMENT ASSURANCE

To ensure the “Endorse Course” program is not compromised in any way and to ensure the reputation of the RMIA is upheld it is critical that the RMIA undertakes a formal Endorsed Course Assurance program. Therefore, the RMIA reserves the right to visit Organisations who have a course or courses that have been “Endorsed by the RMIA” at a mutually agreed time and venue to consult with various key people including trainers and facilitators, senior staff and students of the course to ensure that the course outcomes are aligned with that of the proposed or current endorsed course(s) RMIA may on these occasions, discuss membership with students or distribute RMIA's brochures.

This may occur once a year or once or twice in the three-year endorsement period. Should the RMIA receive a complaint from a student/participant or their employer or from other related sources that relate to the Organisation with the Endorsed Course status not fulfilling its obligations under the “Endorsed Courses Criteria” or not delivering the defined course learning outcomes then the RMIA may also conduct a site visit (as defined above) to verify the points raised in the complaint and to consider whether the organisation should lose the endorsed course status for a course or courses.

## 8. COMPLAINTS AND APPEALS PROCESS

Because the RMIA is committed to achieving and maintaining the requirements of AS/NZSISO/IEC 17024:2013 “Conformity assessment- General requirements for bodies operating certification of persons” we have established a formal “Complaints and Appeals” process for both our “Professional certification” program and our “Endorsed Courses” program. Our Policy/process for this is available on the RMIA website which is updated from time to time.

## 9. REVIEW OF ENDORSED COURSE CRITERIA DOCUMENTATION

The RMIA has a program of formally reviewing and updating our systems including the criteria and documentation relating to the “Endorsed Course” program. This occurs on an annual basis. This will also occur when a major change occurs with the standards on which the RMIA Body of Knowledge “RMBOK™” is based and is a central component of the endorse course program.

Should any changes be made to the criteria or the RMBOK™ during any organisations endorse course status period the RMIA will formally advise the organisation of the changes and what they should do to address the changes.

## 10. DEFINITIONS

A "**course**" is defined as:

- A series of subjects, module, unit, unit of competency or classes that culminates in a higher education qualification such as a Graduate Certificate, Graduate Diploma or Masters in Risk Management or a vocational education qualification such as a Certificate IV, Diploma, Advance Cert, or Advance Diploma in Risk management

A "**Program of Learning**" is defined as (see AQF Glossary of terms)

- Is a course, curriculum, training package, unit of study or structured workplace learning that leads to an award of a qualification either "Higher Education" or "Vocational Education"

A "**short Course**" is defined as

- A course consisting of one or more subjects, modules, units delivered over a half day or longer period but does not lead to the issue of a qualification under Higher Education or Vocational qualifications. The students/participants can be issued a certificate of "attendance" or "completion", but it cannot give the impression it is a formal National accredited and recognised qualification

An "**Accredited Short Course**" is defined as (AQF Glossary of terms)

- Is a program of learning that comprises one or more components (e.g. units of competency, modules or subjects) that has been accredited by an accrediting authority. It does not result in the issue of a formal qualification at either Higher education or Vocational education level. A completion a student may be issued with a certificate of attainment

An "**Accredited Unit**" is defined as (AQF Glossary of terms)

- Is a single component of a qualification, or a stand-alone unit, that has been accredited by the same process as for a whole AQF qualification. In Australia an accredited unit may be called a "module", "subject", "unit of competency" or "unit". A completion a student may be issued with a certificate of attainment

An "**endorsed course**" is defined as:

- A "course" as defined above that has successfully passed the RMIA course endorsement process.

Note: A course can only be endorsed if two RMIA auditors consider all of the constituent units or modules worthy of endorsement.

A "**unit**" is defined as:

- An approved "Unit of Competency" that leads to a VET qualification; or
- A subject or module of a course that leads to a higher education qualification.

Note: A unit of competency (for a VET qualification) or a Unit/Course (for a higher education qualification) cannot be endorsed in its own right unless it is a national accredited unit and it is risk specific and forms a part of a higher education degree

or masters (e.g. engineering, business etc).

"**Application for Endorsement fee**" is the:

- Non-refundable fee payable to RMIA to undertake the endorsement process

"**Annual fee**" is the:

- Fee payable to RMIA on the anniversary of endorsement for the three-year period of endorsement

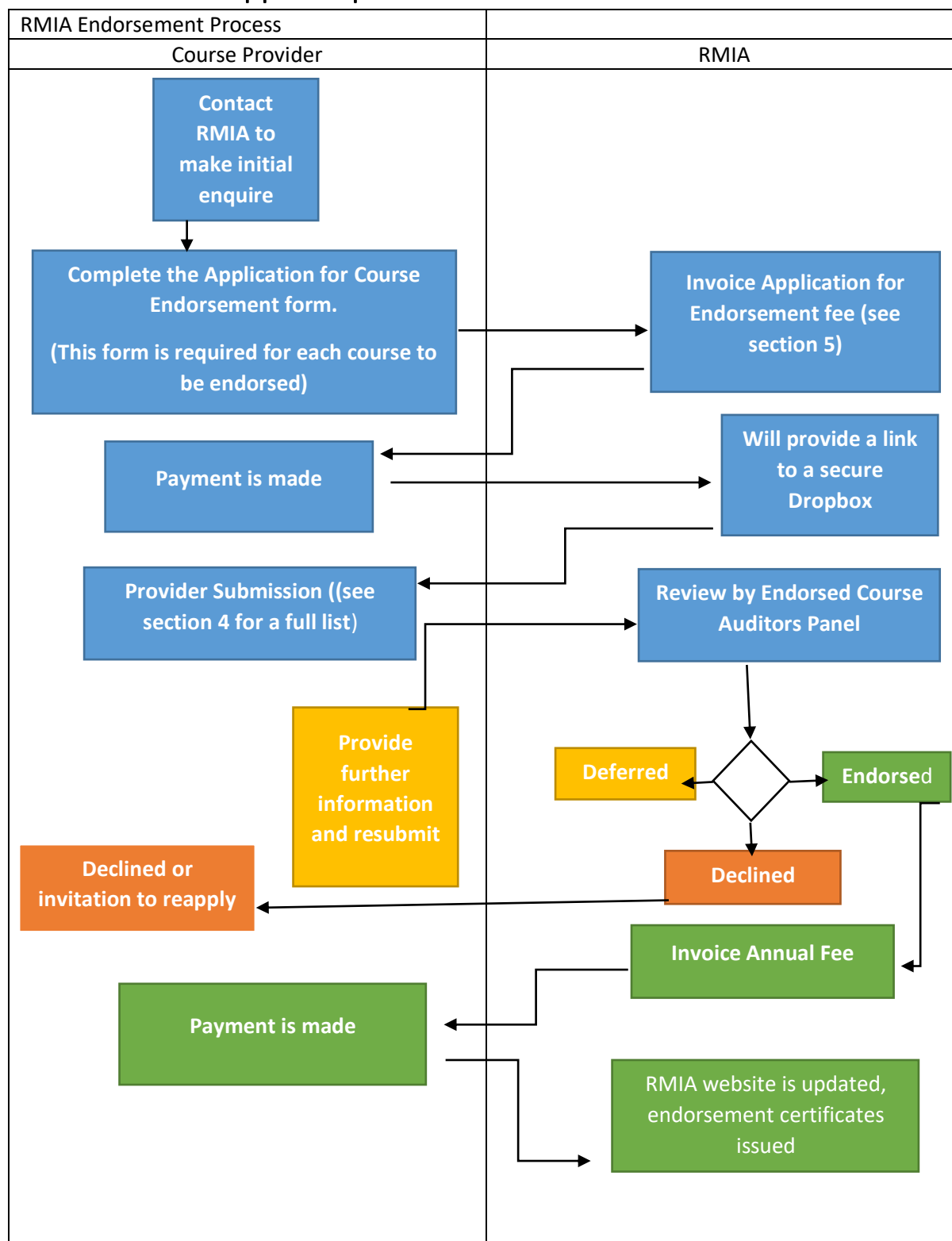
"**Delivery information**" of the course means:

- Where course is delivered i.e. in which state(s) of

Australia or online. "**Course Contact**" means:

- Person with whom RMIA will liaise in relation to endorsement of course and post endorsement for three years duration of endorsement. In some cases, this may be the same as the Course Director. A Course Contact must be a member of RMIA.

## Annexure 1 The Approval process for Endorsed Courses



Course endorsement remains valid for 3 years unless a new version of the course is commenced, or more than 25% of the course content or assessment process is changed.



## **Annexure 2 Application for Course Endorsement form**

This document is provided separately once the RMIA and the organisation decided to go ahead with the formal application and endorsed course process.

## Annexure 3 Application Summary of Evidence

The table below lists evidences required to address the above requirements to initiate the endorsement process.

Evidence	Comments	☑
<b>Responses to Selection Criteria</b> <ol style="list-style-type: none"> <li>1. Standards based</li> <li>2. Relevant</li> <li>3. Future Focused</li> <li>4. Collaborative</li> </ol>		
<b>Has the course has been running for 12 months</b>		
<b>References for Verification (At least three)</b>		
<b>Feedback from Past Participants</b>		
<b>Lecturers CV</b>		
<b>Marketing material</b>		
<b>Course Outline (this shows course description, aims and objectives, learning outcomes, course structure, pre-requisites, assessments, duration etc.)</b>		
<b>Is the course endorsed/accredited by another association/institution? Please list who with and the accreditation number</b>		
<b>Training slides/notes/handouts for all units</b>		
<b>Information on each assessment (If applicable)</b>		
<b>Marking guide for each assessment (If applicable)</b>		
<b>Copy of Certificate issued to student</b>		
<b>If offered, details of workplace learning</b>		

## Annexure 4 RMBOK™ Domains Mapping

This document is provided as a separate attachment once the RMIA and the organisation decide to go ahead with the formal application and assessment process.

## Annexure 5 Endorse Course Assessment Document

This document is provided as a separate attachment once the RMIA and the organisation decide to go ahead with the formal application and assessment process.