

Application Form for AFAC Short Course Licenses

Section 1: Applicant details

Title: Mr Mrs Ms Miss Other

Surname:

Given names:

Registered company name:

ABN number:

Business address:

Suburb/city:

State:

Postcode:

Postal address:

Business number: ()

Fax: ()

Mobile:

Business email:

RTO registration number:
(if available)

Date of application:

Section 2: AFAC short courses

Tick the box next to the relevant short course(s) that your company is seeking to deliver.

Course in the Australasian Inter-service Incident Management System

Course in Basic Wildfire Awareness

Section 3: Documentary evidence

The documents required to support your application to become an AFAC Licensee are listed below. Tick the boxes next to the relevant items to confirm that your application to AFAC Ltd is complete. Processing of your application is likely to be delayed if you don't provide all the necessary information and documents.

To make sure that your application is complete, you need to include the following:

<input type="checkbox"/>	A copy of the Application Form.
<input type="checkbox"/>	Evidence that your company is a registered training organisation with the relevant state/territory training authority.
<input type="checkbox"/>	Evidence that your company has a demonstrated track record in delivering high quality training.
<input type="checkbox"/>	Evidence that your company has competent instructors with the technical competence (ie. recognised qualifications, fire service and/or industry experience) to deliver the modules/qualifications being sought. For each instructor you will need to include a copy of the person's curriculum vitae and copies of current position description, relevant qualifications and course outlines.
<input type="checkbox"/>	For each instructor, you must also provide two referees and their contact details. Referees must have first hand knowledge of the instructor's technical and training expertise in the nominated areas. Referees nominated for each instructor will be contacted and asked to supply information in support of the application. They will be expected to comment on the applicant's training and technical expertise, particularly evidence detailed in their documentation.
<input type="checkbox"/>	Evidence that each instructor has a Certificate IV in Workplace Training and Assessment.

Section 4: Process for approving applications

Applications containing all of the necessary documentation will be processed within three weeks of receiving them. If referees are unavailable or if the application is incomplete, the process may be prolonged.

1. Application is received and reviewed to ensure that it meets all stipulated criteria.
2. AFAC Consultant reviews the application and contacts each of the referees to validate claims.
3. Upon acceptance that the application meets the required criteria, the Consultant will forward a **Statutory Declaration** form to the company for their signature.
4. Agreements and Schedules are prepared.
5. Two copies of the **Licence Agreement** and the **Program Delivery Agreement** are sent to the successful applicant for signing along with a copy of the invoice.
6. The four Agreement documents are returned to the AFAC Office for signing by the Chief Executive Officer.
7. On payment being received, *one copy of the Licence Agreement (including the schedule)* and one copy of the **Program Delivery Agreement** are returned to the new AFAC Licensee and the remaining copies are placed on file and retained in the AFAC Office.
8. Applicant details are entered on the master database and are placed on the AFAC web site under the section on Licensees.

Mailing address

Send your application to:

Ms Sandra Lunardi
Australasian Fire Authorities Council
Level 5, 340 Albert Street
EAST MELBOURNE VIC 3002
Phone: (03) 9418 5215
Fax: (03) 9419 2389
Email: sandra.lunardi@afac.com.au
Website : www.afac.com.au