Funded Activities Agreement variation request form

Adult Community Education

Approval for this request to vary an Adult Community Education Funded Activities Annexure is at the Minister’s sole discretion. The outcome of this request will be notified in writing. All variations must be signed for a variation to be valid.

Organisation Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FAA Number: JF - \_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Level 1 – non-accredited training project [ ]  Level 2 – accredited training project

1. The organisation is requesting a variation to:

[ ]  Training place numbers [ ]  Courses to be delivered

[ ]  National Foundation Skills Training Package (FSK) [ ]  Milestone dates

 Units to be delivered [ ]  Other

1. Please describe the change you are requesting and include the section of the FAA to be changed. (If you are requesting to deliver a new course, please provide details of the course in question 5).

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1. Outline the reason for the variation and impacts of the variation not being approved. (If you are requesting to deliver a new course, please provide details of the course in question 5).

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1. Training place numbers

Proposed new training place numbers (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_

1. New courses to be delivered (if applicable) - list the units to be delivered and training place numbers.

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1. Where applicable, have the proposed changes have been discussed with your accredited training provider? [ ]  Yes [ ]  No

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| Accredited training provider’s endorsement of variation: |
| [ ]  Yes [ ]  No  |
| Reason for not endorsing the variation: |
| Name of endorsing RTO officer:  |  |
| Signature:  |  |

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| Name and Position of Officer Requesting Variation  |  |
| Officer signature |  | Date: |