

## Step 4 – Application Form

This application is for Training Providers that are **NOT** currently on the Approved Provider List **or** for those Training Providers wishing to add an extra domain.

### Applicant Details

Training Provider Name:	
TOID:	
Training Provider Delegate:	
<b># Applications can only be submitted by an officer with the appropriate delegation</b>	

### Application Details

Number of Domains	<p>One <input type="checkbox"/> Two <input type="checkbox"/> Additional <input type="checkbox"/></p> <p>(Select 1 <b>or</b> 2 <b>or</b> Additional)</p>
First Domain Nominated course <b>(Select 1 course ONLY)</b>	<p>Choose a course from Domain A</p> <p>Choose a course from Domain B</p> <p>Choose a course from Domain C</p>
Second Domain Nominated course <b>(Select 1 course ONLY)</b>	<p>Choose a course from Domain A</p> <p>Choose a course from Domain B</p> <p>Choose a course from Domain C</p>
Is this your first application?	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If you selected <b>No</b>, Date of last application: <a href="#">Click here to enter a date.</a></p>
<p><b>The file must be saved as a PDF and named as follows:</b></p> <p>The file name begins with the Training Provider's TOID (which is the Training Organisation Identifier number assigned to the Training Provider on registration), the file number assigned in accordance with the following examples, the relevant Domain (A, B or C) indicated and then the name of the criterion addressed within the document followed by 2022.</p>	
File 1 upload (File format – TOID_domainY_process2022.pdf)	<p>File name: <input type="text"/></p> <p><input type="button" value="Browse..."/></p>
File 2 upload (File format – TOID_domainY_assessment2022.pdf)	<p>File name: <input type="text"/></p> <p><input type="button" value="Browse..."/></p>
File 3 upload (File format – TOID_domainY_requirement2022.pdf)	<p>File name: <input type="text"/></p> <p><input type="button" value="Browse..."/></p>
File 4 upload (File format – TOID_domainY_plan2022.pdf)	<p>File name: <input type="text"/></p> <p><input type="button" value="Browse..."/></p>
File 5 upload (File format – TOID_domainY_process2022.pdf)	<p>File name: <input type="text"/></p> <p><input type="button" value="Browse..."/></p>
File 6 upload (File format – TOID_domainY_assessment2022.pdf)	<p>File name: <input type="text"/></p> <p><input type="button" value="Browse..."/></p>

File 7 upload (File format – TOID_domainY_requirement2022.pdf	File name: <input type="text"/>	<input type="button" value="Browse..."/>
File 8 upload (File format – TOID_domainY_plan2022.pdf	File name: <input type="text"/>	<input type="button" value="Browse..."/>



## Form Controls for developers

**Applicant Details** are all mandatory fields

If only one domain is ticked, only display first 4 file uploads

Applicants can only select one or two or additional domains, not multiples (Mandatory Field)

Only 1 course can be selected in First Domain and 1 course in Second Domain

Upon submit:

- send email to [fsadmin@vdc.edu.au](mailto:fsadmin@vdc.edu.au)
- save all information in backend including uploaded files