

P.18.02a

Additional Registration Requirements Policy

1.0 INTRODUCTION

1.1 In line with the National Code of Practice for Providers of Education and Training to Overseas Students - National Code 2018, Standard 11, AVETA has specifically design this policy and procedure to ensure that it will meet the requirements for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration.

1.2 To achieve this AVETA will ensure that only full-time AVETA courses will be registered on CRICOS; in addition AVETA will also ensure that ASQA approves and has up-to-date information on specific aspects of AVETA's operations and any registered course. Accordingly, AVETA will submit any proposed changes to the registration of courses to ASQA for approval at least 30 days prior to the date the changes will commence.

1.3 When seeking approval from ASQA for full-time course registration on CRICOS, AVETA will provide the following for each course:

- the course content
- the course duration, including holiday breaks and re-assessment and catch-up periods
- the modes of study, including components delivered as online study, distance or work-based training
- the number of overseas students likely to be enrolled in the course, within the limit or maximum; and the number to be approved by ASQA for each location

1.4 When applying to register a full-time course at a location, AVETA will demonstrate that (including but not limited to):

- the expected duration of the course does not exceed the time required to complete the course on the basis of full-time study (for VET courses, this is a minimum of 20 scheduled course contact hours per week unless specified by ASQA);
- the expected duration of the course includes any holiday periods, re-assessment or catch-up periods or any work-based training (any work-based training to be undertaken as part of the course that is necessary for the overseas student to gain a qualification and that there are appropriate arrangements for supervision and assessment of overseas students);
- the course is not to be delivered entirely online or by distance learning;
- AVETA and any partners they engage with to deliver courses have adequate staff and education resources, including facilities, equipment, learning and library resources and premises, to deliver courses to overseas students; and that the maximum number of overseas students proposed reflects the appropriateness of the staff, resources and facilities for the delivery of courses.
- AVETA will provide any information on any proposed changes to a registered course to ASQA for approval. This will be done at least 30 days prior to the date the changes will commence.

2.0 REFERENCES

- The ESOS Act 2000
- ESOS National Code (2018): Standard 11
- Standards for Registered Training Organisations 2015