

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 designed 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 for any registered course. Accordingly, AVETA will submit any proposed changes to the registration of AVETA's 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 (see attached) 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

- 2.1** Standards for RTO's 2015 - [Users' guide to Standards for RTOs 2015 | Australian Skills Quality Authority \(ASQA\)](#)
- 2.2** National Code of Practice for Providers of Education and Training to Overseas Students 2018-
<https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets.aspx>
- 2.3** Department of Education and Training Provider Registration and International Student Management System (PRISMS) User Guide (May 2018) - [Provider User Guide \(education.gov.au\)](#)

3.0 AVETA's Resources for all qualifications

Writer	Title	Publisher
Kris Cole	Management Theory and Practise	Cengage Learning
Kris Cole	Business Administration second edition	Cengage Learning
Richard L'Daft Andrew Pirola-Merlo	The leadership experience	Cengage Learning
Charles T. Horngren Gary L. Sundem	Introduction to management accounting	Prentice Hall International Editions
Carrick Martin	An introduction to accounting	Mc Graw Hill
Philip Kotler	Marketing management analysis, planning, implementation and control	Prentice Hall International Editions
Linda Butler	Fundamentals of academic writing	Pearson longman
William Neish George Kahwati	Computer accounting using MYOB	Mc Graw Hill
Keith Suter	Peace working The united nations and disarmament	Finepress offset printing Pty Ltd
Susan Kenny	Developing communities for the future	Thomson
Stephen E. Lucas	The art of public speaking	Random House
John Carvan	Understanding the Australian legal system	Thomson
Paul Clitheroe	Making money The keys to financial success	Penguin Books Australia
Lindsay Yates Nicholas a mroczkowski Daryl fleay	TAFE accounting to trial balance	Nelson
Mark Hirschey James L. Pappas	Managerial economics	The Dryden press
Jason Ford Gary Hunter Terry Tinton Neil Rippington	Professional Chef 2nd Edition: Kitchen Operations (Volume 1);	Cengage Learning
Jason Ford Gary Hunter Terry Tinton Neil Rippington	Professional Chef 2nd Edition: <u>Commercial Cookery</u> (Volume 2);	Cengage Learning
Lynn Van Der Wagen Lauren White	Hospitality Management 4th Edition	Cengage Learning