

# CRICOS Registration of VET Programs Procedure

*Policy Code: LT878*

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## Purpose

To ensure that University VET Programs delivered to international students onshore are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and meet the requirements for registration and for the issue of a student visa.

The University, its partner providers and education agents must not promote a program to onshore international students unless it is registered on CRICOS.

## Scope

This procedure applies to all VET programs offered to international students studying on shore in Australia.

It covers the stages of:

Adding New Courses to the CRICOS Register.

Review of TAFE Course Listings on the CRICOS Register.

## Definitions

Term	Definition
<b>Course (TAFE):</b>	A full-time registered program of education or training registered on CRICOS for the attainment of a testamur or certificate. Defined as Course in the ESOS Act. Also known as Program at the University.

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Document Owner: Manager, Compliance, Centre for University Partnerships | Original Issue: 29/08/2008 | Current Version: 09/09/2015 | Review Date: 16/02/2020 | Policy Code: LT878  
CRICOS Provider Number: 00103D

Term	Definition
<b>CRICOS:</b>	Commonwealth Register of Institutions and Courses for Overseas Students.
<b>CUP:</b>	Centre for University Partnerships
<b>International Student:</b>	A person holding an Australian student visa, enrolled in a CRICOS registered course, at the University or its Partner Providers, on shore. Students on other classes of visa are not included.
<b>NTIS:</b>	National Training Information Service.
<b>Partner Providers:</b>	Educational Institution providing programs and courses of the University through an approved Education Agreement.

## Actions

### Adding New Courses to the CRICOS Register

*Note: If a course is delivered in conjunction with another provider, one provider only is responsible for CRICOS registration.*

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Identify courses that are listed on the University's Scope of Registration.	Executive Director, Vocational Education and Training.	<ul style="list-style-type: none"> <li>All nationally recognised courses must be listed on the Scope of Registration before applying for CRICOS registration.</li> <li>The process for adding a course to the Scope of Registration is detailed in the <a href="#">Scope of Registration (TAFE)</a> Procedure.</li> <li>The University's Scope of Registration can be viewed at <a href="#">NTIS</a>.</li> <li>The addition of a course to the University's Scope of Registration may result in either a desktop or onsite audit by ASQA prior to approval.</li> </ul>
2.	Identify which of these courses are to be offered to international students.	Executive Director, Vocational Education and Training.	An application for a course to be added to the CRICOS register may trigger an ASQA compliance audit.
3.	Identify if the desired courses meet	Executive Director, Vocational Education and Training.	<p>A full-time course for CRICOS registration must have:</p> <ul style="list-style-type: none"> <li>minimum 20 contact hours per week (as an average for a term/semester) unless specified by an accrediting authority; and</li> <li>The 20 contact hours includes all scheduled course activities that a student must participate in to satisfactorily meet the requirements of the</li> </ul>

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	STEPS	WHO IS RESPONSIBLE?	COMMENTS
	the full-time study requirements for CRICOS registration.		course. These can include course orientation, teaching, supervised study sessions, exhibitions, practical placements and examinations.
4.	Identify course duration .	Executive Director, Vocational Education and Training.	The registration of a course on CRICOS must include its expected duration. The registered duration cannot exceed the time required for completing the course on the basis of the normal amount of full-time study (this includes term/semester/holiday breaks) and must not include any period of work based training unless it is a mandatory requirement of the course.
5.	Courses at Partner Providers	Executive Director, Vocational Education and Training.	VET Courses to be delivered at Partner Provider locations must be approved by International and Partners Committee and then be added to Partner Provider Education Agreement prior to CRICOS application being submitted.  Contact CUP for Amendment to Partner Provider Education Partner Agreement form.
6.	Identify appropriate fees to be charged for the course.	Executive Director, Vocational Education and Training/Finance Department	For additions to the International Fee Schedule a memo requesting additions to the International Fee Schedules is to be forwarded to the Manager, VET, Financial Operations, listing course title, university course code/National Course code, tuition fee and teaching locations.  Proposed course fees move through an approval process that involves authorisation by the Vice- Chancellor and the University Council.
7.	Identify any Work Based Training .	Executive Director, Vocational Education and Training.	If Work based training is a COMPULSORY component of the course, this information must be provided in the Request for a Program to be Registered on CRICOS form.
8.	Complete Request for a Program to be registered on CRICOS form and forward to CUP with	Executive Director, Vocational Education and Training.	Contact CUP for Request for a Program to be Registered on CRICOS form.

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	STEPS	WHO IS RESPONSIBLE?	COMMENTS
	information listed in Point 9.		
9.	Additional information required.	Executive Director, Vocational Education and Training.	Documentation required with CRICOS request form: <ul style="list-style-type: none"> <li>• marketing material (location specific)</li> <li>• course structure</li> <li>• annual timetable</li> <li>• class sizes</li> <li>• trainer/assessor arrangements</li> <li>• compulsory work based training information</li> </ul>
10.	Apply for CRICOS registration and advise School when course has been successfully registered.	CUP	Once a CRICOS code has been allocated for the course, the CRICOS code and the provider code should appear on all promotional material generated across the University for the course.

## Review of TAFE Course Listings on the CRICOS Register

	STEPS	WHO IS RESPONSIBLE?	COMMENTS
1.	Initiate annual review of CRICOS register.	Manager, VET Financial Operations	
2.	Review CRICOS register and identify courses to remain listed, courses to be added and courses to be deleted and fee changes.	Executive Director, Vocational Education and Training.	Ensure all courses remaining on register are the current training package.  All courses remaining on register continue to meet full-time study requirements.
3.	Advise CUP of required changes.	Executive Director, Vocational Education and Training.	To add new courses refer to Adding New Courses to the CRICOS Register of this procedure.
4.	Lodge application for changes to current CRICOS registration and	Executive Director, Vocational Education and Training.	The CRICOS code and the provider code should appear on all

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STEPS	WHO IS RESPONSIBLE?	COMMENTS
advise School when course has been successfully registered.		promotional material generated across the University for the course.

## Responsibilities

Specific responsibilities are included in Actions

- CUP
- Executive Director, Vocational Education and Training
- Manager, VET Financial Operation

## Policy Base

- [Education Services for Overseas Students Act 2000](#).
- [Education Services for Overseas Students Regulations 2001](#).
- [Migration Act 1958](#) (amended 4 June 2001).
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018](#).
- [ESOS Compliance Framework Policy](#)

## Associated Documents

- [VET Program Approval and Maintenance Procedure](#) .

## Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
Request for a Program to be added to CRICOS register form.	CUP	CUP	7 years

## Implementation

This Procedure will be implemented using the following strategies:

1. An Announcement Notice on the FedNews Website;
2. Inclusion in the University's online Policy Library; and

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