Federation University Australia has a responsibility to determine which events (or combination of events) constitute a Material Change that will impact the University’s ability to meet and comply with the Tertiary Education Quality and Standards Agency (TESQA) Higher Education Standards Framework and the Australian Skills Quality Authority (ASQA) VET Quality Framework, the Victorian Registration and Qualifications Authority (VRQA) Guidelines and the Higher Education Skills Group (HESG) Funding Contract.

A Material Change, according to:

* Section 29(1) of the Tertiary Education Quality and Standards Agency Act 2011,
* Part 2, Division 1, Subdivision B (25) of the Vocational Education and Training Regulator Act 2011,
* VRQA Guidelines for VET Providers (VRQA),
* HESG Funding Contract

is considered to be:

1. Changes to legal status/entity, form of control, ownership or shareholding (ABN, trading name).
2. Changes to key personnel (Chancellor, Vice-Chancellor, Chief Executive Officer, Senior Officers, Council members).
3. Changes to premises at which education services are provided (changes to campus locations, location of Vice-Chancellor, key contacts, website url).
4. Adverse findings (adverse recommendations by a professional body, association or government agency).
5. Financial sustainability (administration status, changes to funding sources, severe financial difficulties).
6. Third party, agent and/or partner arrangements (in the delivery of education services, is there an addition or termination of an agreement with a partner provider/third party/agents or failure of a third party/partner provider/agent to deliver services on the University's behalf).
7. System failures (IT systems, student administration systems if impacts education operations).
8. Damage to Facilities, premises or equipment (long term damage or impact on the University's ability to deliver learning, teaching or research services).
9. Any changes that may affect the University's registration as a higher education provider or as a registered training organisation, and
10. The suspension, withdrawal or cancellation of the University's registration by a regulatory body.

All potential Material Changes are to be notified to Quality Assurance Services for placement on the University Governance and Management Committee’s agendas - this form is to be completed and returned to Quality Assurance Services (along with any supporting documentation) as soon as practicable once the potential Material Change is identified in order to complete submission to the appropriate regulatory body and for recording on the Material Change Register.

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| --- | --- | --- | --- |
| 1. **Type of Material Change:** | | | |
| **Change of legal status** | **Change to key personnel** | **Change to premises** | **Adverse findings (professional body, association etc)** |
| **Financial sustainability** | **Third party / partner arrangements**  **(If partner is offshore, has a Foreign Arrangements notification been made? Yes / No** | **System failure** | **Damage to facilities** |
| **Regulatory body findings** | **Other (please describe)** |  | |

|  |  |
| --- | --- |
| 1. **Contact Person Details:** | |
| **Name:** | Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. |
| **Portfolio:** | Click or tap here to enter text. |

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| 1. **Description of Material Change/s** |
| ***Please provide all relevant details – i.e., new senior team member and proposed start date, adverse findings, proposed partner, details of contract, rationale for change, due diligence process, tender details, timeframe, proposed communication etc*** |
| Click or tap here to enter text. |
| **Attachments provided: Yes  No** |

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| --- | --- | --- | --- |
| 1. **Governance** | | | |
| **University Committee Agenda Item:** Click or tap here to enter text. | **Meeting No:**  Click or tap here to enter text. | **Date:**  Click or tap to enter a date. | |
| **Reportable Material Change - Yes No** | | | |
| **Material Change forwarded to Quality Services** | | **Date:** | Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| 1. **Quality Assurance Services - Submission of Material Change Notification Form** | | |
| **Notification of Potential Material Change Received** | **Date:** | Click or tap to enter a date. |
| **Material Change Notification form / email forwarded to Regulatory Body** | **Date:** | Click or tap to enter a date. |
| **Response received from Regulatory Body of Acceptance of Material Change** | **Date:** | Click or tap to enter a date. |
| **Material Change Register updated - Yes No** | | |