CRICOS Provider No. 00103D | RTO Code 4909 TEQSA PRV12151 (Australian University)

# Request for a VET Program to be Registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)

To assist with correct and timely submission of CRICOS applications, this form must be completed by the relevant School and forwarded to the Manager, International and Strategic Compliance for submission of the CRICOS application to ASQA.

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| Program Name: |  | | | | | **Program Code:** | | |  |
| **Duration in weeks:** | | **Tuition Period:** | | **Study Breaks:** | | | **Total Weeks:** | | |
| **Annual Program Fee:** (from approved International Schedule of Fees) | | | |  | | | | | |
| **Non-tuition Fees:** Fee that student will pay to Federation University other than tuition fees, e.g., material fees | | | |  | | | | | |
| **Field of Study:** (six-digit code) | | | |  | | | | | |
| **Work Based Training:** | | **Hours per week:** | | **Number of Weeks:** | | | **Total Hours:** | | |
| **Number of domestic students expected to enrol:** | | |  | **Number of international students expected to enrol:** | | | |  | |
| **Expected Commencement Date of International Student Cohort:** | | | | |  | | | | |
| **Mode of Study:**   * Face to face at RTO * Face to face at workplace * Online * Distance | | | | |  | | | | |

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| Location of delivery (mark with x as applicable) | | | | | | | |
| Mt Helen |  |  | **Camp St** |  |  | **(Other – insert details)** |  |
| **SMB** |  |  | **Horsham** |  |  |  |  |
| **Gillies St** |  |  | **Mt Rowan** |  |  |  |  |

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| Additional information |  |
| Is the program currently on the University’s Scope of Registration (refer to training.gov.au)? |  |
| No more than one third of the program is delivered online or by distance education? |  |
| Are program details listed on Course Finder? (Currently the program should only be available to domestic students) |  |
| Does the information listed on Course Finder comply with all regulatory requirements? |  |
| Has a request to add a fee to VET International Fee Schedule been lodged with Student Finance? |  |
| Are appropriate facilities / resources available for this student cohort? |  |
| Is there a process for the monitoring and recording of student attendance and academic performance, to ensure that an intervention strategy can be implemented? |  |
| Are there third party delivery arrangements in place for this program? |  |
| For programs to be delivered at Partner Provider teaching locations a new agreement or variation to agreement has been signed by both parties and is on file in the Legal Department. |  |
| Have the following documents been approved by VETCQC for this cohort:   * TAS Part A – Training and Assessment Strategy * TAS Part B – Delivery Plan * TAS Part D – CRICOS Registration * Trainer Skills Matrix |  |

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| The following documents are to be attached with request: |  |
| Timetable (as per the attached format provided by ASQA) |  |
| TAS Part A – Training and Assessment Strategy |  |
| TAS Part B – Delivery Plan |  |
| TAS Part D – CRICOS Registration | ☐ |
| Trainer Skills Matrix |  |

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| Deputy Vice-Chancellor & Chief Executive TAFE Approval | | |
| Academic and fees approval have been granted by Federation University Australia Council for the program.  I request that this program be submitted to the relevant Authority for CRICOS registration. | | |
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| **Printed Name** | **Signature** | **Date** |

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| Principal Executive Officer (PEO) Approval | |
| All programs must be approved by the PEO. | |
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| **Signature** | **Date** |

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| Manager, International and Strategic Compliance | | |
| CRICOS application lodged with registering authority | | |
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| **Printed Name** | **Signature** | **Date** |

*\*Please note the Manager, International and Strategic Compliance may contact the Director, Skills & Education Delivery and / or the relevant Program Manager for additional information which may be required for the CRICOS application. This may include additional information regarding work-based training, mode of study, annual timetable and contact hours per week.*