Courses Lifecycle - Management of the CRICOS Register (HE) Procedure

Section 1 - Summary

(1) This Procedure specifies the key approval stages and responsibilities involved in the management of the CRICOS Register for Higher Education (HE) Award and Non-Award courses.

(2) This Procedure ensures VU's compliance with the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018) specifically:

a. Standard 11 - Additional Registration Requirements.

(3) This Procedure ensures VU's compliance with the Higher Education Standards Framework (Threshold Standards) 2021 (Cth) (as it relates to CRICOS registration) specifically:

a. Standard 3.1.5 - Professional Accreditation.
b. Standard 5.4.1 - Delivery With Other Partners.

Section 2 - Scope

(4) This Procedure applies to all HE Award and Non-Award courses (now referred to as HE course/s) that are:

a. Regulated and CRICOS registered by the Tertiary Education Quality and Standards Authority (TEQSA).
b. Delivered at Melbourne (under CRICOS provider number 00124K) and Sydney and Brisbane (under CRICOS provider number 02475D).

(5) This Procedure does not apply to Vocational Education and Training (VET) Award and Non-Award courses that are regulated, and CRICOS registered, by the Australian Skills Quality Authority (ASQA).

Section 3 - Policy/Regulation

(6) Courses Lifecycle Policy

Section 4 - Procedures

Part A - Roles and Responsibilities

Role	Responsibilities
Executive Dean of College	- Identifies the need for a HE course to be CRICOS registered.

Director, Academic Quality and Standards (AQS)	- Manages the addition, transfer, amendment and withdraw of all HE courses on the CRICOS Register. - Minimises the risk to VU by developing CRICOS registration applications on behalf of Colleges, and submitting them to TEQSA on behalf of the University. - Provides the central point of advice for CRICOS registration of HE courses. - Liaises with TEQSA is relation to CRICOS registration issues for HE courses. - Maintains internal source of CRICOS information of HE courses in CAMS.
Chief International Officer	- Endorses the addition of HE courses to the Melbourne CRICOS Register based on assessment of potential international student demand, viability and compliance with the ESOS Act. - Endorses the withdrawal of HE courses from the Melbourne CRICOS Register based on review of information on PRISMS.
Campus Director and Principal (Sydney and Brisbane)	- Endorses the addition of HE courses to the Sydney and Brisbane CRICOS Register based on assessment of potential international student demand, viability and compliance with the ESOS Act. - Endorses the withdrawal of HE courses from the Sydney or Brisbane CRICOS Register based on review of information on PRISMS.
Principal Executive Officer (PEO) for ESOS	- Approves all VU applications for addition, and withdrawal, of all HE courses from the CRICOS Register, for Melbourne, Sydney and Brisbane locations. - This role is currently undertaken by the Senior Deputy Vice-Chancellor and Chief Academic Officer.
Chief Financial Officer	- Determines course fees for CRICOS registered courses, pre and post registration.
Senior Deputy Vice-Chancellor and Chief Academic Officer	- Provides information to TEQSA on VU's intention to re-locate; add a new campus; or delivery location. - Reports to TEQSA on all material changes that could affect VU’s ability to comply with the ESOS Act or the National Code. - Oversees the annual CRICOS Annual Registration Charge.

Part B - Regulatory Compliance

(7) The National Code 2018 sets standards to ensure that education services meet the needs and expectations of overseas students who come to Australia and satisfy the objectives of the ESOS Act. Compliance with the standards is required at the point of CRICOS registration and throughout the CRICOS registration period.

(8) The approval period of CRICOS courses is aligned to the provider CRICOS registration date.

(9) In relation to the management of the CRICOS Register VU must comply with Standard 11 - Additional Registration Requirements specifically:

a. In applying to register a full-time course at a CRICOS location VU must seek approval from TEQSA for the following:
    i. Course duration including; holiday breaks.
    ii. Modes of study including: online, distance or work-based training.
    iii. Number of overseas students enrolled within the limit or maximum number approved by TEQSA at each registered location.
    iv. Arrangements with other providers, including partners, when delivering the course to overseas student.
b. In seeking approval from TEQSA VU must also demonstrate the following:
    i. The expected duration of the course does not exceed the time required to complete the course on the basis of full-time study.
    ii. The expected duration of the course includes any holiday periods or any work-based training.
    iii. Any work-based training to be undertaken as part of the course is necessary for the student to gain the qualification and there are appropriate arrangements for the supervision and assessment of students.

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iv. The course is not to be delivered entirely by online or distance learning. Students can study up to one-third of their total HE course through online or distance learning.
v. VU (and any partner we engage) has adequate staff and education resources, including facilities, equipment, learning and library resources and premises as are needed to deliver the course to overseas students.
vi. The maximum number of overseas students proposed by VU for the location reflects the appropriateness of staff, resources and facilities for delivery of the course.

(10) VU must submit to TEQSA for approval information on any proposed changes to the registration of the course (as outlined in Clause 23a) at least 30 days prior to the time at which those changes are proposed to take effect.

(11) In relation to the management of the CRICOS Register VU must comply with the Higher Education Standards Framework (Threshold Standards) 2021 (Cth) specifically:

a. Standard 3.1.5 Professional Accreditation: Where professional accreditation of a course of study is required for graduates to be eligible to practise, the course of study is accredited and continues to be accredited by the relevant professional body.
b. Standard 5.4.1 Delivery With Other Partners: Work integrated learning, placements and other community based learning and collaborative research training arrangements are quality assured, including assurance of the quality of supervision of the student experiences.

Part C - Principles of CRICOS Registration (Internal)

(12) A College can apply for CRICOS registration of a HE course anytime in the course lifecycle. An internal application is completed in the Course Approval Management System (CAMS) and Academic Quality and Standards (AQS) will determine the most appropriate CRICOS registration action.

(13) Normally, brand new HE courses in their first year of offer will not be CRICOS registered. This will enable a demonstration of course viability so to ensure that the course is offered on an ongoing basis, and reduce the risk of provider default.

(14) A HE course that has been approved as exit course from an undergraduate course (Associate Degree or Diploma) or a postgraduate HE course (Graduate Diploma or Graduate Certificate) must be CRICOS registered. International students cannot be conferred with an exit award if the exit course is not CRICOS registered.

(15) If an Active HE course has had no international enrolments (or pending) for three years VU will withdraw the course from the CRICOS Register so as to reduce the risk of provider default.

Part D - Adding a HE Course to the CRICOS Register

(16) A new HE course must be CRICOS registered where there are changes to the:

a. Title of the HE course which reflect significant changes to the outcome of the HE course.
b. Content or delivery mode of the HE course, particularly the duration.
c. Changes to the Field of Education code.
d. Course AQF level.

(17) A HE course listed on the CRICOS Register may be updated by TEQSA where there:

a. Was a typographical error in the initial data entry.
b. Is a title change but no changes to the outcomes of the course.

c. Are changes to the course costs.
d. Are changes to the Field of Education code to better align it to the ASCED system.

(18) All applications to add a HE courses to the CRICOS Register must be processed via the TEQSA Provider Portal, using CRICOS templates that have been developed by TEQSA.

(19) The CRICOS code is added into CAMS as soon as AQS receives notification of approval from TEQSA. At the same time, CRICOS stakeholders will be advised of CRICOS registration in order to update applicable VU systems.

Part E - Amending the Status of a CRICOS Registered HE Course

(20) AQS will transfer a CRICOS code from a superseded HE course, to a new HE course, when the following conditions are exactly the same in both courses:

a. HE course title.
b. Field of Education.
c. Course duration.

(21) Routine course lifecycle changes that result in a change in HE course status are also reflected in the status of the CRICOS code eg. Active to Teach Out.

(22) When the College requests an amendment to the CRICOS status this change must be approved by the Chief International Officer or Campus Director and Principal, Victoria University Sydney and Brisbane. Once approved the CRICOS code status is changed immediately to Teach Out (and the course withdrawn from the CRICOS Register as soon as is practicable).

(23) When VU Global or VU Sydney and Brisbane requests an amendment to the CRICOS status this change is made immediately (and the course withdrawn from the CRICOS Register as soon as is practicable).

(24) A change in HE course status from Active to Suspended is not a routine course lifecycle action. The CRICOS code is changed immediately to Suspended and will be updated to reflect subsequent changes in HE course status.

Part F - Auditing the CRICOS Register

(25) On an annual basis AQS aligns the CRICOS data in CAMS (internal source) with the CRICOS Register (external source).

(26) This audit will be conducted for both Melbourne and Sydney Registers.

(27) As a result of this audit VU will (only if required):

a. Update information in CAMS to align with the CRICOS Register.
b. Inform TEQSA that the registered conditions for a HE course need to be amended.
c. Withdraw HE course/s from the CRICOS Register.

(28) On an annual basis AQS reviews the end dates of all courses on PRISMS to ensure that they are aligned to the provider registration end date.

Part G - Withdrawing a HE Course from the CRICOS Register

(29) HE Courses can only be withdrawn from the CRICOS Register if they have:

a. No International on-shore student enrolments, and
b. No Active Confirmation of Enrolments (CoE), and
c. No Pending Confirmation of Enrolments (CoE).

(30) Twice each academic year (after census date) AQS undertakes a review of all CRICOS registered teach out courses. This review will ascertain if the HE course can be withdrawn from the CRICOS Register, subject to the above conditions.

(31) The CRICOS code will be withdrawn from the HE course in CAMS as soon as AQS receives approval from the PEO.

Section 5 - HESF/ASQA/ESOS Alignment

(32) HESF:Standard 3.1.5 - Professional Accreditation; Standard 5.4.1 - Delivery With Other Partners.

(33) National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code 2018): Standard 8 Overseas Student Visa Requirements; 11 - Additional Registration Requirements.

Section 6 - Definitions

(34) Award Course

(35) CRICOS

(36) CRICOS Code

(37) Distance Learning (for ESOS purposes only)– Any learning that an international on-shore student undertakes off-campus that does not require them to physically attend regular tuition at a Victoria University (VU) campus.

(38) International Student (Onshore)

(39) Mode of Study

(40) Non-Award Course

(41) Online Learning (for ESOS purposes only) – Is where the teacher and international on-shore student primarily communicate through digital media; technology based tools; and/or IT networks. It does not require the international on-shore student to attend scheduled classes, or maintain contact hours. For the purposes of the ESOS Framework, online learning does not include the provision of online lectures; tuition; or other resources that supplement scheduled classes or contact hours.

(42) Overseas Student (for ESOS purposes only) – At VU this is an international on-shore student.

(43) Provider Default

(44) PRISMS

(45) Scheduled Course Contact Hours

(46) Study Period

(47) Work-Based Training (for ESOS purposes only) –This is training and/or assessment that will occur in the workplace other than in VU's own simulated workplace environment.

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Glossary Terms and Definitions

"Award Course" - A structured combination of approved units and/or supervised research into which students are admitted and are issued with an Award at the completion of their studies.

"Non-Award Course" - A course of study that does not lead to the issuance of an Award of the University.

"CRICOS" - The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the register prescribed under section 14A of the ESOS Act.

"CRICOS Code" - Is a unique identifier allocated to each course, at each location, that Victoria University (VU) is registered.

"International Student (Onshore)" - A person who has been granted a visa by the Department of Home Affairs which gives them study rights.

"Mode of Study" - This includes: face-to-face in a classroom; supervised study on campus; distance learning; online learning; or work-integrated learning.

"Provider Default" - Is when Victoria University fails to, or ceases to provide, a course to an international on-shore student within the meaning of section 46A of the ESOS Act.

"PRISMS" - The Provider Registration and International Student Management System is the system used to process information given to the Secretary of the Department of Education (DOE) by Victoria University.

"Scheduled Course Contact Hours" - These are the hours that students are scheduled to attend including; face-to-face classes; course-related information sessions; supervised study sessions; mandatory and supervised work-based training; and examinations.

"Study Period" - A defined period of time in which teaching is delivered. This includes pre-teaching, teaching and assessment activities. Each study period has its own set of key dates, including start, end and census dates. Study periods vary across the academic year and include semesters, trimesters, terms, Block and intensive.

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