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

Section 1 - Summary

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

Section 2 - HESF/ASQA/ESOS Alignment

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

   a. Standard 11 - Additional Registration Requirements.

(3) This Procedure ensures VU's compliance with The VET Quality Framework (as it relates to CRICOS registration) specifically:

   a. Standards for Registered Training Organisations (RTOs) 2015 (Cth)
   b. Fit and Proper Person Requirements
   c. Financial Viability Risk Assessment Requirements
   d. Data Provision Requirements
   e. Australian Qualifications Framework

Section 3 - Accountability

Accountable/Responsible Officer	Role
Accountable Officer	Deputy Vice-Chancellor, Vocational Education
Responsible Officer	Deputy Vice-Chancellor, Vocational Education

Section 4 - Scope

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

   a. Regulated and CRICOS registered by the Australian Skills Quality Authority (ASQA).
   b. Delivered in Melbourne (under CRICOS provider number 00124K) and Sydney (under CRICOS provider number 02475D).

(5) This Procedure does not apply to Higher Education (HE) Award and Non-Award courses that are regulated and CRICOS registered, by the Tertiary Education Quality and Standards Authority (TEQSA).

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Section 5 - Definitions

(6) ASQA (Australian Skills Quality Authority)

(7) Award Course

(8) CAMS

(9) CRICOS

(10) CRICOS Code

(11) Distance learning (for ESOS purposes only) – Any learning that an overseas onshore student undertakes off-campus that does not require them to physically attend regular tuition at a VU campus.

(12) Overseas Onshore Student – A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act.

(13) Mode of Study

(14) Non-Award Course

(15) Online Learning (for ESOS purposes only) – Is where the teacher and overseas onshore student primarily communicate through digital media; technology based tools; and/or IT networks. It does not require the overseas onshore 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.

(16) PRISMS

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

(18) Scheduled Course Contact Hours

(19) Study Period - A defined period of time in which teaching is delivered. Each study period has its own set of key dates, including start and end dates. Study periods for the monitoring of overseas students' progress in VET courses at VU are set as the mid-point of each semester and the end of each semester.

(20) 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.

Section 6 - Policy/Regulation

(21) See [Courses Lifecycle Policy](#).

Section 7 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities

Delivery Area Manager	- Identifies the need for a VET course to be CRICOS registered. - Prepares relevant CRICOS application forms in conjunction with Senior Coordinator, Governance .
Senior Coordinator, Governance	- Manages the addition, transfer, amendment and withdrawal of all VET courses on the CRICOS Register. - Develops CRICOS registration applications in conjunction with the Polytechnic staff, and submits them to ASQA on behalf of the University. - Provides the central point of advice for CRICOS registration of VET courses. - Liaises with ASQA in relation to CRICOS registration issues for VET courses. - Maintains internal source of CRICOS information of VET courses in CAMS. - Provides information to ASQA on VU's intention to re-locate; add a new campus; or delivery location.
VET Governance	- Works collaboratively with the VET delivery areas in The Polytechnic to assist in the development of compliant CRICOS approval documentation.
Deputy Vice-Chancellor, Vocational Education	- Recommends the addition of VET courses to the Melbourne CRICOS Register based on assessment of potential overseas student demand, viability and compliance with the ESOS Act. - Recommends the withdrawal of VET courses from the Melbourne CRICOS Register based on review of information on PRISMS. - Recommends course fees for CRICOS registered VET courses, pre and post registration.

Director, VU International (VUI)	- Endorses the addition of VET courses to the Melbourne CRICOS Register based on:
	  - assessment of potential overseas student demand and viability
	  - course fees.
	- Endorses the withdrawal of VET courses from the Melbourne CRICOS Register based on review of information on PRISMS.

Principal, Victoria University Sydney (VUS)	- Endorses the addition of VET courses to the Sydney CRICOS Register based on assessment of potential overseas student demand and viability. - Endorses the withdrawal of VET courses from the Sydney CRICOS Register based on review of information on PRISMS. - Approves course fees for pre-registered CRICOS VET courses to the Sydney CRICOS Register.
Principal Executive Officer (PEO) for ESOS	- Approves all VU applications for addition and withdrawal of all VET courses from the CRICOS Register, for both Melbourne and Sydney locations. - Approves course fees for CRICOS registered VET courses pre-registration. - This role is currently undertaken by the Deputy Vice-Chancellor, Higher Education.
Chief Financial Officer	- Endorses course fees for CRICOS registered VET courses post registration.

Part B - Regulatory Compliance

(22) 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.

(23) The approval period of CRICOS courses is aligned to the provider CRICOS registration date or the course accreditation end date, whichever is earlier.

(24) 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 ASQA 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 ASQA at each

registered location.

    iv. Arrangements with other providers, including partners, when delivering the course to overseas students.

  b. In seeking approval from ASQA, 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 (for VET courses, this is a minimum of 20 scheduled course contact hours per week unless specified by an accrediting authority).

    ii. The expected duration of the course includes any holiday periods and/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.

    iv. The course is not to be delivered entirely by online or distance learning. Students can study up to one-third of their total VET 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 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.

(25) VU must submit to ASQA for approval information on any proposed changes to the registration of the course (as outlined in Clause 24a) at least 30 days prior to the time at which those changes are proposed to take effect.

(26) In relation to the management of the CRICOS Register, VU must comply with the [Standards for Registered Training Organisations (RTOs) 2015 (Cth)](#).

Part C - Principles of CRICOS Registration (Internal)

(27) Victoria University Polytechnic can apply for CRICOS registration of a VET course either as part of the initial approval of the course or anytime while the course is active.

(28) A Business Case for Adding a Training Product (International) and Course Costing are completed to support addition to the CRICOS Register.

(29) Business Cases for Adding a Training Product (International) are approved by the Victoria University Polytechnic Senior Leadership Team.

(30) Course Costings are approved by the Deputy Vice-Chancellor, Higher Education /PEO for ESOS.

(31) If the Business Case for Adding a Training Product (International) and Course Costing are not approved, the Business Case for Adding a Training Product (International) and Course Costing are to be reviewed and reconsidered for approval, otherwise the process stops at this point.

(32) If the Business Case for Adding a Training Product (International) and Course Costing are approved, the CRICOS approval documentation is prepared by the Delivery Area Manager and Senior Coordinator, Governance .

(33) An internal application is completed in the Course Approval Management System (CAMS) and the Senior Coordinator, Governance will determine the most appropriate CRICOS registration action.

(34) The Senior Coordinator, Governance prepares the external application which is endorsed by the Director, VUI and approved by the PEO for ESOS.

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

Part D - Adding a VET Course to the CRICOS Register

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

    a. Course code.
    b. Changes to the Field of Education code.

(37) A VET course listed on the CRICOS Register may be updated by ASQA where there:

    a. Was a typographical error in the initial data entry.
    b. Are changes to the course costs.
    c. Are changes to the delivery location.
    d. Are changes to the mode of study.
    e. Are changes to the course duration.
    f. Are changes to partnership arrangements.
    g. Are changes to the expiry date of a course.

(38) All applications to add VET courses to the CRICOS Register must be processed via the ASQA Provider Portal using CRICOS templates that have been developed by ASQA.

(39) The CRICOS code is added into CAMS as soon as VET Governance receives notification of approval from ASQA. 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 VET Course

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

(41) When a request to amend the CRICOS status is received, this change must be approved by the Deputy Vice-Chancellor, Vocational Education prior to approval by the Director, VUI or Principal, VUS. 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).

(42) When the Deputy Vice-Chancellor, Vocational Education requests an amendment to the CRICOS status, the change must be approved by the Director, VUI or Principal, VUS. Once approved the CRICOS code status is changed immediately to Teach Out (and the course withdrawn from the CRICOS Register as soon as practicable).

(43) If VUI or VUS requests an amendment to the CRICOS status, the Deputy Vice-Chancellor, Vocational Education is advised. Upon agreement, the course is withdrawn from the CRICOS Register as soon as is practicable.

(44) A change in VET 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 VET course status.

Part F - Auditing the CRICOS Register

(45) On an annual basis VET Governance aligns the CRICOS data in CAMS (internal source) with the CRICOS Register (external source).

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

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

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a. Update information in CAMS to align with the CRICOS Register.

b. Inform ASQA that the registered conditions for a VET course need to be amended.

c. Withdraw VET course/s from the CRICOS Register.

(48) On an annual basis the Senior Coordinator, Governance reviews the end dates of all courses on PRISMS to ensure that they are aligned to the provider registration end date or the course accreditation end date whichever is earlier.

Part G - Withdrawing a VET Course from the CRICOS Register

(49) VET courses can only be withdrawn from the CRICOS Register if they have:

a. No overseas onshore student enrolments; and

b. No Active Confirmation of Enrolments (CoE); and

c. No Pending Confirmation of Enrolments (CoE).

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

(51) The CRICOS code will be withdrawn from the VET course in CAMS as soon as VET Governance receives approval from the PEO

Section 8 - Guidelines

(52) [CRICOS Approval for VET Courses](#)

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Status and Details

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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.

"ASQA (Australian Skills Quality Authority)" - The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's vocational education and training sector. ASQA regulates courses and training providers to ensure nationally approved quality standards are met.

"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.

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

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

"CAMS" - Victoria University's Course Approval and Management System.