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 Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Register) for Vocational Education and Training (VET) Award and Non-Award courses.

Section 2 - Scope

(2) 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 and Brisbane (under CRICOS provider number 02475D).

(3) 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).

(4) This Procedure does not apply to those non-award courses (select supplementary courses) – refer Education Services for Overseas Students (Exempt Courses) Instrument 2021.

Section 3 - Policy/Regulation

(5) Courses Lifecycle Policy

Section 4 - Procedures

Part A - Summary of Roles and Responsibilities

Roles	Responsibilities
TAFE Managers	- Identifies the need for a VET course to be CRICOS registered and seeks approval from supervisor to proceed. - Prepares relevant CRICOS application forms and supporting documentation in conjunction with Senior Coordinator, Governance.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

Academic Quality and Standards (AQS), TAFE Governance	- Manages the addition, transfer, amendment and withdrawal of all VET courses on the CRICOS Register. - Develops CRICOS registration applications in conjunction with the Education Manager or delegate, and submits 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.
Chief TAFE Officer and CEO of VU TAFE	- 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. - Reviews and endorses recommended course fees for CRICOS-registered VET courses.
Chief International Officer	- Participates in the Fees Benchmarking process. - Recommends international Student Fees to TAFE. - Endorses the withdrawal of VET courses from the Melbourne CRICOS Register based on: - Review of information on PRISMS. - Assessment of future overseas student demand and viability.
Chief Financial Officer	- Endorses course fees for CRICOS-registered VET courses.

Part B - Regulatory Compliance

(6) 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.

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

(8) 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) 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.

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

(10) In relation to the management of the CRICOS Register, VU must comply with the Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Instrument 2025.

Part C - Principles of CRICOS Registration (Internal)

(11) Victoria University TAFE 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.

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

(13) Business Cases for Adding a Training Product (International) are approved by the Victoria University TAFE Executive Team.

(14) Fees are approved as per the Fee Setting Procedure, this includes tuition fees which are approved by the Vice-Chancellor, and material fees which are approved by the Chief TAFE Officer.

(15) 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.

(16) If the Business Case for Adding a Training Product (International) and Course Costing are approved, an internal application is completed in the Course Approval Management System (CAMS) which includes the relevant CRICOS documentation for registration.

(17) AQS prepares the external application which is endorsed by the Chief TAFE Officer and approved by the CRICOS Principal Executive Officer (PEO).

(18) 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

(19) 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.

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

a. in the initial data entry due to typographical error.
b. to the course costs.
c. to the delivery location.
d. to the mode of study.
e. to the course duration.

f. to partnership arrangements.
g. to the expiry date of a course.

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

(22) The CRICOS code is added into CAMS as soon as TAFE Governance, AQS 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

(23) 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).

(24) When a request to amend the CRICOS status is received, this change must be approved by the Chief TAFE Officer prior to approval by the CRICOS Principal Executive Officer (PEO). 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).

(25) When the Chief TAFE Officer requests an amendment to the CRICOS status, the change must be approved by the CRICOS PEO. Once approved the CRICOS code status is changed immediately to Teach Out (and the course withdrawn from the CRICOS Register as soon as practicable).

(26) If VU Global requests an amendment to the CRICOS status, the Chief TAFE Officer is advised. Upon agreement, the course is withdrawn from the CRICOS Register as soon as is practicable.

(27) 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

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

(29) This audit will be conducted for both Melbourne and Sydney/Brisbane Registers.

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

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.

(31) 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 or the course accreditation end date whichever is earlier.

Part G - Withdrawing a VET Course from the CRICOS Register

(32) 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); and

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

d. There have been no enrolments for three years.

(33) Twice each academic year (after census date) TAFE Governance in AQS 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.

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

Section 5 - HESF/ASQA/ESOS Alignment

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

(36) VET Quality Framework (as it relates to CRICOS registration):

a. Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements Instrument 2025: Standard 20 Compliance with Laws.
b. Financial Viability Risk Assessment Requirements
c. Data Provision Requirements
d. Australian Qualifications Framework

Section 6 - Definitions

(37) ASQA (Australian Skills Quality Authority)

(38) Award Course

(39) CAMS

(40) CRICOS

(41) CRICOS Code

(42) 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.

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

(44) Mode of Study – This includes: in person learning; supervised study on campus; asynchronous distance learning; facilitated synchronous online learning; and/or work place based learning.

(45) Non-Award Course

(46) 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.

(47) PRISMS

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

(48) 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.

(49) Scheduled Course Contact Hours

(50) 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 Onshore Students' progress in VET courses at VU are set as the mid-point of each semester and the end of each semester.

(51) 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.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.

Status and Details

Status	Current
Effective Date	13th June 2025
Review Date	13th June 2028
Approval Authority	Senior Deputy Vice-Chancellor and Chief Academic Officer
Approval Date	12th June 2025
Expiry Date	Not Applicable
Accountable Officer	John Germov Senior Deputy Vice-Chancellor and Chief Academic Officer +613 9919 5077
Responsible Officer	Wayne Butson Chief TAFE Officer +61 3 99198756
Enquiries Contact	Deborah Tyler Director, Academic Quality and Standards +613 9919 4310

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.

"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.

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

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or part thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of the individual reading this document to always refer to Victoria University's Policy Library for the latest version.