



# Standard 11: Additional registration requirements

## National Code of Practice for Providers of Education and Training to Overseas Students 2018

### Overview

Registered providers must meet the requirements for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration. Only full-time courses can be registered on CRICOS. Registered providers must also ensure the ESOS agency approves and has up-to-date information on specific aspects of the registered provider's operations and any registered courses.

Registered providers must:

- seek approval from the ESOS agency or designated State authority to register only a full-time course;
- submit any proposed changes to the registration of courses to its ESOS agency for approval at least 30 days prior to the date the changes will commence; and
- undertake an independent external audit during their period of CRICOS registration to inform their re-registration, if they are a self-accrediting registered provider.

### Key Requirements

#### Full-time course registration

Registered providers must seek approval from the ESOS agency, or designated State authority for registered school providers, for:

- the course content (but not for higher education courses, which are approved at time of accreditation or by providers with self-accrediting status);
- the course duration, including holiday breaks;
- modes of study, including components delivered as online study, distance or work-based training;
- the number of overseas students enrolled in the course, within the limit or maximum number approved by the ESOS agency for each location; or

- arrangements with other providers (including partners) in delivering a course or courses to overseas students.

## Seeking approval for course registration

When applying to register a full-time course at a location, the registered provider must demonstrate any matters requested by the ESOS agency, or designated State authority. This includes, but is not limited to, demonstrating that:

- 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);
- the expected duration of the course includes any holiday periods or any work-based training (for example, a school course may include the total of each term and end of term vacation periods);
- any work-based training to be undertaken as part of the course is necessary for the overseas student to gain qualification and there are appropriate arrangements for supervision and assessment of overseas students;
- the course is not to be delivered entirely online or by distance learning;
- the registered provider and any partners they engage with to deliver courses have adequate staff and education resources, including facilities, equipment, learning and library resources and premises, to deliver courses to overseas students; and
- the maximum number of overseas students proposed reflects the appropriateness of the staff, resources and facilities for the delivery of courses.

Registered providers must provide any information on proposed changes to a registered course to the ESOS agency, or designated State authority, for approval. This must be done at least 30 days prior to the date the changes will commence.

## Self-accrediting registered providers

Self-accrediting registered providers must undertake an independent external audit during their period of CRICOS registration. The audit must be undertaken within 18 months prior to renewal of that registration to inform the re-registration of the provider.

Self-accrediting providers do not need to provide an annual declaration of conformity to Tertiary Education Quality Standards Agency (TEQSA).

## Disclaimer

The Department of Education provides general information and assistance to registered providers and overseas students on the National Code and the *Education Services for Overseas Students Act 2000*.

However, such information or assistance should not be relied on as legal advice or as a substitute for legal advice. Overseas students and education providers should seek independent legal advice as appropriate.

The National Code fact sheets are designed to give registered providers practical guidance in day to day operations. Registered providers should note that compliance will be measured against the requirements of the National Code, not against the fact sheets.