

## REGISTERING COURSES ON CRICOS POLICY

<b>Approving authority</b>	Governing Board
<b>Purpose</b>	This policy outlines how the Institute can add or change courses on its CRICOS registration
<b>Responsible Officer</b>	Head of Marketing and Student Experience
<b>Next scheduled review</b>	September 2026
<b>Document Location</b>	<a href="http://www.ozford.edu.au/higher-education/policies-and-procedures/">http://www.ozford.edu.au/higher-education/policies-and-procedures/</a>
<b>Associated documents</b>	Registering Courses on CRICOS Procedure Compliance Policy and Procedure

### 1. PRINCIPLES

This policy outlines the processes required by the Ozford Institute of Higher Education (hereafter referred to as ‘the Institute’) to apply to add one or more courses at one or more locations to the Institute’s CRICOS registration.

The *Education Services for Overseas Students Act 2000* sets out the legal framework governing the delivery of education to overseas students studying in Australia on a student visa. The Act governs the CRICOS registration process and obligations of registered providers. Under section 10 H of the ESOS Act a registered provider may apply to add one or more courses at one or more locations to the provider’s registration.

The *National Code of Practice for Providers of Education and Training to Overseas Students 2018* sets out the requirements for adding and changing courses on the Institute’s CRICOS registration.

### 2. SCOPE

This policy applies to all staff and contractors involved in the Institute’s operations.

### 3. DEFINITIONS

#### ***Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)***

The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is an official Australian Government website which lists all Australian education providers that offer courses to students studying in Australia on student visas. CRICOS also lists the courses registered for delivery to international students offered by each provider.

#### ***ESOS National Code***

The ESOS National Code refers to the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* established under the *Education Services for Overseas Students Act 2000*.

#### ***Material Change Disclosure***

A material change disclosure is the disclosure of events that happen or are likely to happen that will significantly affect a provider’s ability to comply with the HES Framework or that will require changes to the National Register or as required under the ESOS Act.

- Section 29(1)(a) of the TEQSA Act requires that a registered higher education provider must notify TEQSA if an event happens or is likely to happen that will significantly affect the provider’s ability to meet the HES Framework.

- Section 29(1)(b) of the TEQSA Act requires that a registered higher education provider must notify TEQSA an event that will require the Register to be updated in respect of the provider.
- Section 29(2) of the TEQSA Act requires that the notification must be given no later than 14 days after the day the provider would reasonably be expected to have become aware of the event.
- Section 17A of the ESOS Act requires a provider to notify TEQSA of the following:
  - any occurrence of an event that would significantly affect the provider's ability to comply with the Act (subsection 17A(1) within 10 business days after the event occurs (subsection 17A(2)
  - any prospective changes to the ownership of the registered provider as soon as practicable before the changes takes effect (subsection 17A(3)(a)any prospective or actual change in relation to a related person of the provider (subsection 17A(3)(b)
  - if the change cannot be determined until it takes effect, within 10 business days of the change taking effect ((subsection 17A(3)(b)(i) or as soon as practicable before the change takes effect ((subsection 17A(3)(b)(ii)

It is the disclosure of events that happen or are likely to happen that are required under the ESOS Act. Standard 11.3 requires a registered provider to notify its ESOS agency at least 30 days prior to any proposed changes to a registration for a course are to take effect. This includes proposed changes to:

- course duration, including holiday breaks
- modes of study, including on-line, distance or work-based training
- number of overseas students enrolled at the provider, within the limit or maximum number approved by the ESOS agency for the location
- arrangements with other education providers, including partners, in delivering a course or courses to overseas students
- to relocate or add a new location

### ***Provider Registration and International Student Management System (PRISMS)***

Means the Provider Registration and International Students Management System (the electronic system that holds CRICOS and the electronic confirmation of enrolment).

## **4. POLICY**

4.1 The President and CEO has oversight of applications and notifications to TEQSA for:

- all courses submitted to TEQSA for registration;
- all changes to the registration details of Institute courses listed on CRICOS; and
- the level of fees and other charges applicable to the course

4.2 The Institute ensures that:

- any application for registration of a course or change to course delivery on CRICOS is consistent with the requirements of TEQSA and is made using specified TEQSA proformas and processes; and
- applications for amendments to existing course registration details on CRICOS are made at least thirty days prior to the changes taking effect.

## **New courses**

- 4.3 The Institute will submit an application to TEQSA in the required format for approval to have each new accredited course added to its CRICOS registration.
- 4.4 The Institute will provide all required information to support the application that is requested by TEQSA.
- 4.5 The Institute will not market or promote any courses to International students prior to the new course being added to the Institute's CRICOS registration.

## Changes to course delivery

- 4.6 The Institute will advise TEQSA, via email, application, form or online portal, of any changes to the CRICOS registration at least 30 days prior to the time at which those changes are proposed to take effect including:
  - the course duration, including holiday breaks;
  - modes of study, including online, distance or work-based training;
  - number of overseas students enrolled at the provider, within the limit or maximum;
  - number approved by the ESOS agency for each location; or
  - arrangements with other education providers, including partners, in delivering a course or courses to overseas students.
- 4.7 The Institute will provide all required information requested by TEQSA to support the change.

## 5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the procedure will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier).
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

## 6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

## 7. ACKNOWLEDGEMENT

This policy was developed with reference to the following::

- the Ozford College policy of the same name and purpose.
- TEQSA, How to add or withdraw a course on CRICOS Guide ([https://www.teqsa.gov.au/cricos-and-elicos/how-add-or-withdraw-course-cricos#:~:text=CRICOS%20registered%20providers%20are%20required%20to%20apply%20to,on%20CRICOS%20application%20via%20the%20TEQSA%20Provider%20Portal. \)](https://www.teqsa.gov.au/cricos-and-elicos/how-add-or-withdraw-course-cricos#:~:text=CRICOS%20registered%20providers%20are%20required%20to%20apply%20to,on%20CRICOS%20application%20via%20the%20TEQSA%20Provider%20Portal.)

## 8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	September 2018	Initial issue	GB
2.0	September 2023	Internal Review	GB
Related legislation/ regulation/standard	Tertiary Education Quality and Standards Act 2011 Education Services for Overseas Students Act (ESOS) 2000 Education Services for Overseas Students Regulations 2019 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 Higher Education Standards Framework (Threshold Standards) 2021		

Note:

GB = Governing Board