OZFORD
Institute of Higher Education

REGISTERING COURSES ON CRICOS PROCEDURE

Approving authority	Executive Management Team
Purpose	This procedure outlines how the Institute can add or change courses on the Institute's CRICOS registration
Responsible Officer	Head of Marketing and Student Experience
Next scheduled review	August 2026
Document Location	http://www.ozford.edu.au/higher-education/policies-and-procedures/
Associated documents	Registering Courses on CRICOS Policy Compliance Policy and Procedure

1. PRINCIPLES

This procedure 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 procedure 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:
    o 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)
    o 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)
    o 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. PROCEDURE

4.1 As part of preparation of each new course, the Institute's staff will review TEQSA's current requirements for adding the course to the Institute's CRICOS registration.

4.2 The Head of Marketing and Student Experience will oversight preparation of the application for adding the course to the Institute's CRICOS registration including compiling all required evidence. The application will be submitted in conjunction with the new course application.

4.3 The President and CEO:
- Reviews the application to ensure that it is consistent with the requirements of TEQSA and is made using specified TEQSA proformas and processes;
- Ensures that amendments to existing course registration details on CRICOS are made at least thirty days prior to the changes taking effect on CRICOS are notified to TEQSA; and

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Registering Courses on CRICOS Procedure Version 3.0
Version Date: August2023   Page 2 of 4

- approves the payment of any fees charged by TEQSA

4.4 The Academic Dean ensures that all Academic requirements of the ESOS Act and TEQSA are met including:
- Specification of
  - the full title of the Course;
  - the expected duration of the course includes any holiday periods or any work-based training;
  - modes of study, including online, distance or work-based training;
  - arrangements with other education providers, including partners, in delivering a course or courses to overseas students;
  - any work-based training to be undertaken as part of the course is necessary for the student to gain the qualification together with appropriate arrangements for the supervision and assessment of students;
  - the names and CV's of Academic Staff members to be involved in delivering the course;
- ensuring that there are appropriate and sufficient education resources, including facilities, equipment, learning and library resources and premises;
- ensuring that the course is not delivered entirely by online or distance learning;
- ensuring that teaching and assessment material for units of the course is prepared and available to be submitted to TEQSA if required;

4.5 The Head of Marketing and Student Experience ensures that
- the number of overseas students enrolled at the Institute are within the limit or maximum number approved by TEQSA.;
- all marketing material consistent with National Code standards 1 and 2 is prepared and available to be submitted to TEQSA if required;
- timetabling arrangements are prepared and available to be submitted to TEQSA if required;
- an orientation program is prepared and available to be submitted to TEQSA if required.

5. QUALITY ASSURANCE

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

5.1 internally approved by the Executive Management Team on development or review

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 procedure is welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENT

This procedure 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.)

8. VERSION CONTROL

Version	Date approved	Description	Approved by
2.0	September 2018	Initial issue	EMT
3.0	August 2023	Internal Review	EMT
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: EMT – Executive Management Team