

## 1. Purpose

The purpose of this policy is to describe how the Australian School of Accounting (ASA) will meet and continue to meet all requirements for Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration. Through the implementation of this policy we will ensure that the *Education Services for Overseas Students* (ESOS) agency, the Tertiary Education Quality Standards Agency (TEQSA) approves of and is in receipt of up-to-date information regarding specific aspects of ASA’s operations and its registered courses.

This policy has been developed to satisfy the requirements of *The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students* 2018, known as ‘the National Code 2018’ Standard 11.

## 2. Principles

This policy supports the principles that ASA is committed to safeguarding the interests of its international students and in protecting the reputation and quality of Australia’s courses and the services provided to international students. ASA is committed to upholding Australia’s high standards for international education and to supporting the integrity of the student visa system.

## 3. Scope

This policy applies to ASA’s registration as a CRICOS provider, ASA’s operations concerning international students and the provision of information to the regulator, TEQSA. It applies to all staff at ASA involved with international students.

## 4. Definitions

Term	Definition
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
ESOS Agency	The ESOS Agency for a registered higher education provider is TEQSA
TEQSA	Tertiary Education Quality Standard Agency

## 5. Policy Statement

5.1 In applying to register a full-time course at a location, ASA must seek approval from TEQSA, as ASA's designated ESOS Agency, for the following:

- a) The course duration, including holiday breaks
- b) Modes of study, including online, distance or work-based training
- c) Number of overseas students enrolled at ASA, within the limit or maximum number approved by TEQSA for each location
- d) Any arrangements with other education providers, including partners, in delivering any course or courses to overseas students

5.2 ASA will demonstrate any matters requested by TEQSA when seeking approval for registration of a course, which may include but are not limited to the following:

- a) The expected and documented duration of the course does not exceed the time required to complete the course on the basis of full-time study.
- b) The expected and documented duration of the course is inclusive of holiday break periods and any work-based training placements.
- c) Any work-based training to be undertaken as part of the course is necessary for students who choose this elective to gain the qualification and there are appropriate arrangements for the supervision and assessment of students.
- d) No course for overseas students is to be delivered entirely by online or distance learning
- e) Ensuring that ASA has adequate staff and education resources, including facilities, equipment, learning and library resources and premises as are needed to deliver the course to the overseas students enrolled with ASA
- f) Acting in the best interests of our students in proposing maximum overseas student numbers for the location and that the number reflects the appropriateness of the staff, resources and facilities for the delivery of the course,
- g) Submitting all information pertaining to any proposed changes to registration of any course to TEQSA for approval at least 30 days prior to the time at which those changes are proposed to take effect.

## 6. Related Documents

*The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018*

*Education Services for Overseas Students Act 2000*

*Education Services for Overseas Students Regulations 2001*

## 7. Relevant Legislation

- *The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as ‘the National Code 2018’ Standard 11*
- *Education Services for Overseas Students Regulations 2001*
- *Education Services for Overseas Students Act 2000*

## 8. Version Control

Document		ESOS Registration Policy			
Approved by		Board of Directors		Date: 04 November 2020	
				Next review	2023
Version #	2.1	Replaces Version #	2.0	Update table	
	2.0		1.1	Board of Directors approval	
	1.1		1.0	Governance restructure	
	1.0		0.2		
	0.2		0.1	Project Manager review	