

REQUEST TO REGISTER A COURSE ON THE COMMONWEALTH REGISTER OF INSTITUTIONS AND COURSES FOR OVERSEAS STUDENTS (CRICOS)



All sections of this form must be completed – see guidelines for CRICOS course registration

SECTION A – INSTITUTE TO COMPLETE

TAFE NSW Course Name

TAFE NSW Course Number

Under ESOS and National Code guidelines the registered duration of the course must include approved holiday periods and any approved periods of work-based training. Courses must be a minimum of 20 scheduled course contact hours per week.

Average weekly contact hours

Total duration in weeks/year, including approved vacations (Refer to National code CRICOS course guidelines – page 4)

DURATION	DURATION (WEEKS)	BREAKS (WEEKS)	TOTAL NUMBER OF WEEKS

Total Tuition Fees (based on fees currently charged for similar course area)

Any additional costs incurred by student (e.g. equipment, course materials)

Work-Based Training Component. If work placement is required to complete the course qualification, the following information is required.

HOURS PER WEEK	NUMBER OF WEEKS	TOTAL NUMBER OF HOURS

Partnership arrangements: Yes No

If other providers are to be involved, provide:

- clear information about where and how the course will be delivered, and how you will ensure compliance with the National Code when students are receiving training from the other provider/s
- a copy of the signed agreement between all parties.

Places to be offered to international students:

CAMPUS LOCATIONS	NUMBER OF PLACES	YEAR	SEMESTER 1	SEMESTER 2

I confirm that consultation with the Manager of TES Unit has occurred, and confirm that this course has at least 12 months accreditation, and can be delivered to international students in accordance with CRICOS requirements.

Name of Institute Approved Delegate

Institute

Date (DD/MM/YYYY)

SECTION B – COURSE INFORMATION FOR INTERNATIONAL STUDENTS INSTITUTE TO COMPLETE

Course structure

Add summary of structure, core and elective units. The information provided will be included as part of the course description published on www.studyintafe.edu.au, when the course is CRICOS registered.

Entry requirements

English requirement (overall IELTS score)

Academic requirement, if any (Year 10/Year 12 equivalent)

Any other entry requirement (should not include interview)

Timetable

Annual 'calendar year' timetable is required by ASQA for all new and replacement courses. However some courses may be of a lesser duration. The timetable must include a breakdown of each week for the year, including semester breaks, so that the course can be assessed as meeting the requirements under the National Code for a full-time course.

To supply the course timetable, please download the PDF template from [\[web address\]](#).

Licensing requirements, if any

Other relevant information

Any relevant features of the course (e.g. professional registration status of course, work placement offered, other recognised qualifications provided)

Approved Institute Delegates

Hunter – Kate O’Connell

Illawarra Institute – Catherine Miller

New England – Patricia Walls

North Sydney Institute – Peter Freeman

North Coast Institute – Jo-Anne Stavely

Riverina Institute – Damien Ryan

Sydney Institute – Helen Heng

South Western Sydney Institute

– Timothy Tang

Western Sydney Institute – Jason Ford

Western Institute – John Maginnis

SECTION C - BUSINESS CASE - INSTITUTE TO COMPLETE

Overview and consultation

Provide a clear overview of the method used, and consultation process to analyse the need for the course.

Market analysis

Is there a demand/market for the proposed course?

Competitor analysis

Are there any competitors?

If so, how does this course compare with those of competitors?

SECTION D - DEC INTERNATIONAL TO COMPLETE

Action taken

CIDO/Training.gov.au (checked)

Date (DD/MM/YYYY)

ASQA template completed and sent
to ASQA for processing

Date (DD/MM/YYYY)

CRICOS code received

Officer name

TAFE NSW GUIDELINES AND PROCEDURES FOR REGISTRATION OF COURSES ON CRICOS (COMMONWEALTH REGISTER OF INSTITUTIONS AND COURSES FOR OVERSEAS STUDENTS)

1 ESOS Act, National Code and CRICOS

The Education Services for Overseas Students (ESOS) Act 2000 (the Act) requires that courses offered to international students be registered on CRICOS. The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code) sets out the minimum requirements for registration on CRICOS.

In NSW providers and courses are now approved and registered through ASQA, which are both the designated authority and the accrediting authority under the Code. Registration is indicated by a CRICOS course code. Course registration is valid for the period for which the course is accredited.

2 Requirements for CRICOS Course registration (National Code Part C)

- (i) Only courses which can be undertaken on a full time basis, defined as having scheduled course contact hours of at least 20 hours per week, can be registered on CRICOS.
- (ii) The registered duration must include approved holiday periods and any approved periods of work-based training.
- (iii) Course duration does not include the period between when assessments or examinations have been completed and the time when results become available.
- (iv) Any changes to duration must be approved by ASQA prior to the changes being made.
- (v) Work-based training must only be approved as part of a CRICOS registered course where:
 - (a) it must be undertaken in order to gain the qualification and
 - (b) the provider has arrangements for the supervision and assessment of overseas students in place.
- (vi) Courses delivered entirely on line or by distance learning cannot be registered on CRICOS. Standard 9 of the Code Part D states that no more than 25 % of a student's total course may be by distance and/or online learning and at least one unit which is not online or by distance must be taken per semester.

The Code also sets out requirements for arrangements with other providers, inspection of premises and the maximum number of students that a provider can enrol.

ESOS and National Code: <http://aei.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/national-code/nationalcodepartc/pages/esosnationalcode-partc.aspx>

3 Roles and Responsibilities

(i) DECI

TAFE NSW CRICOS registration is the responsibility of DEC International. The Director of DEC International is the nominated Principal Executive officer on CRICOS.

DECI ensures that requirements for CRICOS registration, as per (2) above are met for any course proposed for registration.

DECI is responsible for the maintenance of accurate and up-to-date information, including duration and fees.

DECI liaises with ASQA, TAFE Training and Education Support (TES), and TAFE NSW Institutes regarding any matters relating to CRICOS registered courses.

(ii) TAFE Training and Education Support (TES)

TES Unit is responsible for ensuring that the proposed CRICOS course is consistent with the accredited TAFE course.

TES Unit also checks that there are no other factors which preclude the delivery of the course to international students.

TES Industry Team Managers are responsible for confirming that the proposed course details, including duration, entry requirements and course outcomes as stated by the Institute are accurate and consistent with approved curriculum.

TES Industry Team Managers adds any course/outcome information specifically relevant to international students.

(iii) Institutes

TAFE NSW Institutes initiate requests for registration of a new course on CRICOS.

Institutes provide documentation to DECI with the registration request, including the locations for delivery, whether another provider is involved, the proposed fee, the start and end dates and the number of places to be offered, the total number of students (domestic and international), and the number of hours of work placement if required for course qualification (weekly and total).

Institutes sign off that the delivery of the course will meet CRICOS requirements.

4 Procedures

(a) New Courses

- (i) When an institute wishes to offer a course not already registered on CRICOS to international students, the delegated Institute International manager completes the Institute section of the CRICOS registration request form. The Institute sends the form for approval to the Industry Skills Council Units Program Manager.
- (ii) DECI approves and forwards the registration form to the relevant TAFE Institute
- (iii) DECI checks that documentation is complete as per guidelines in (2) and forwards template to ASQA.
- (iv) ASQA approves courses for registration and advises DECI of CRICOS course codes. If the request is not approved, ASQA advises DECI, and where applicable requests further information. In such cases, DECI will liaise with the Institute to provide any further information requested by ASQA.
- (v) DECI advises Institutes of the new CRICOS code and requests all other Institutes to advise if they wish to offer course places.
- (vi) DECI updates its course information including database, website and written promotional material.

(b) Replacement Courses

- (i) DECI receives advice through Project Advisory Groups (PAG's) that a CRICOS registered course is being replaced.
- (ii) DECI (instead of an Institute) initiates registration of the replacement course, as per 4 (a).
- (iii) The procedure as per 4 (a) (iii-viii) applies.
- (iv) Once a replacement course is registered DECI requests ASQA to suspend the replaced course. Students already enrolled in the replaced course may continue in it or may transfer to the replacement course. Students commencing in the next intake must enrol in the replacement course.

(v) Once there are no students studying in the replaced course DECI requests ASQA to cancel the CRICOS registration.

ELICOS COURSES

ASQA's role in regulating ELICOS

From 1 July 2012, ASQA became the designated authority for all English Language Intensive Courses for Overseas Students (ELICOS) In all states and territories except where delivered:

- In the capacity of a school, or
- In the capacity of a higher education provider, or
- Under an entry arrangement with at least one higher education provider. (Entry arrangement means a pathway arrangement under which an overseas student, who completes an ELICOS program with the provider, meets the minimum English proficiency requirements for entry with the higher education provider to study a higher education course or Foundation program).

CRICOS COURSE DURATIONS

National Code CRICOS Course Guidelines

The expected duration of the course cannot exceed the time required for completing the course on the basis of the normal amount of full-time study. This should not differ between domestic and international students.

- The registered duration of a course must include approved holiday periods where there are non-study periods in the course and any periods of approved work based training.
- Where course duration is not set by the accrediting authority, the designated authority will determine course duration based on a minimum of 20 scheduled course contact hours a week.
- The accrediting authority for the course may not always be the same organisation as the designated authority.

National Code - Defining course duration

- The 'Course duration' on CRICOS must accurately reflect the time taken by a student to complete the course including any reasonable compulsory periods of orientation.
- The registered duration cannot exceed the time required for completing the course on the basis of the normal amount of full-time study, and must not include any period of work-based training unless this is necessary in order to obtain the course qualification.
- In determining course duration, the course is completed on the date when all assessable and mandatory components of the course are required by the provider to be submitted/ completed. Such components may include class time, assessment tasks and practical components.
- Pre-determined or approved holiday periods (for example, mid semester\term breaks) that occur between the start date and when the course is completed should be included in the course duration.
- DIBP uses the start and end dates of the COE as a basis on which to determine the duration of a student visa.

Durations: 0.5 year/1 year. The following durations include the last two weeks of each January calendar year to cover any early TAFE NSW Institute orientations.

Durations: 1 year and over. The following durations include all approved holiday periods, and up to the end of December each calendar year.

Duration	Duration (weeks)	Breaks (weeks)	Total number of weeks
0.5 year	21	2	23
1 year	41	8	49
1.5 years	60	15	75
2 years	82	21	103

I have read the **TAFE NSW Guidelines and Procedures for Registration of Courses on CRICOS** on the previous pages

Yes No