



Additional Requirements

Standard 11- Additional Requirements

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VERSION CONTROL

Transfer between Registered Providers	
Version: 2.0 Date: 22 August 2019	Approved By: PEO
Contact Officer: Yogita Sehgal info@australisinstitute.nsw.edu.au	Next Review: August 2025



Purpose

The purpose of this policy ensures that registered providers continue to meet the requirements for registration under the ESOS Act and ensure that ESOS agencies approve and hold up-to-date information on specific aspects of the registered provider's operations and courses. This assists ESOS agencies to monitor registered providers and take appropriate enforcement action where necessary.

Scope

This policy applies to all international students enrolled to study a Vocational Education and Training program at Australis Institute of Technology and Education (AITE).

Legislative Context

- The ESOS Act 2000
- Education Services for Overseas Student (ESOS) Regulations 2001
- The National Code 2018
- National Vocational Education and Training Regulator Act 2011
- Standards for Registered Training Organisations (RTOs) 2015

POLICY

The purpose of this policy and procedure is to that registered providers must seek approval from their ESOS agency regarding the course duration, modes of study, number of international students enrolled at the provider within the limit or maximum number, and arrangements with other education providers. Standard 11 also includes criteria the registered provider must demonstrate to the ESOS agency in applying to register a full-time course at a location. A registered provider must submit any proposed changes to the registration of courses to its ESOS agency for approval at least 30 days prior to the change commencement date.

PROCEDURES

Additional registration requirements

11.1 In applying to register a full-time course at a location, Australis Institute of Technology & Education's (AITE) seek approval from the ESOS agency, including through the relevant designated State authority if the provider is a school, for the following:

11.1.1 the course duration, including holiday breaks

11.1.2 modes of study, including online, distance or work-based training

11.1.3 number of overseas students enrolled at the provider, within the limit or maximum number approved by the ESOS agency for each location

11.1.4 arrangements with other education providers, including partners, in delivering a course or courses to overseas students.



11.2 In seeking approval under 11.1, AITE will demonstrate any matters requested by the ESOS agency, including through the designated State authority if the provider is a school, which may include but are not limited to the following:

11.2.1 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

11.2.2 the expected duration of the course includes any holiday periods or any work-based training

11.2.3 any work-based training to be undertaken as part of the course is necessary for the student to gain the qualification and there are appropriate arrangements for the supervision and assessment of students

11.2.4 the course is not to be delivered entirely by online or distance learning

11.2.5 the provider and any partner they engage to deliver a course or courses to overseas students 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 the provider

11.2.6 the maximum number of overseas students proposed by the provider for the location reflects the appropriateness of the staff, resources and facilities for the delivery of the course.

11.3 The registered provider must submit to its ESOS agency for approval, including through the relevant designated State authority if the provider is a school, information on any proposed changes to the provider's registration for a course as outlined in standard 11.1 at least 30 days prior to the time at which those changes are proposed to take effect.

11.4 Registered providers who are self-accrediting must undertake an independent external audit during their period of CRICOS registration, within 18 months prior to renewal of that registration to inform the re-registration of the provider.



POLICY AND PROCEDURES RESPONSIBILITIES, REVIEW AND LINKAGES

Approved by:	PEO/Principal	Date Effective:	22 August 2019
Date of Next Review:	August 2020	Document No:	Version 2.0
Custodian:	AITE's Compliance Manger		
Staff Involved	<ul style="list-style-type: none"> • CEO/Principal • Compliance Manager • Academic Coordinator • Student Welfare Officer • Trainers/Assessors • Academic Coordinator • Session Coordinator • Student Services Officer (Enrolment/Cancellations) • Student Intervention Officer 		
Responsible Officers:	AITE's CEO AITE's Compliance Manager		
Supporting Documents, Procedures & Forms:	Assessment cover sheets (For Extensions & Appeal) Student query form Student Complaint/appeal Form Student Intervention record Form Student Counselling Form		