



# University Procedure

## CRICOS Registration of TAFE Courses

### 1. Purpose

To ensure that University of Ballarat TAFE Courses delivered to International students are registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and meet the requirements for registration and for the issue of a student visa.

### 2. Scope

This procedure applies to all TAFE courses offered to International Students studying on shore in Australia.

It covers the stages of:

- A [Adding New Courses to the CRICOS Register](#)
- B [Review of TAFE Course Listings on the CRICOS Register](#)

### 3. Definitions

**CRICOS:** [Commonwealth Register of Institutions and Courses for Overseas Students.](#)

**NTIS:** [National Training Information Service.](#)

**International Student:** A person holding an Australian student visa, enrolled in a CRICOS registered course, at the University of Ballarat or its Third Party Providers, on shore. Students on other classes of visa are not included.

**ISP:** International Student Programs.

**Third Party Providers:** One or more other providers with whom the University has entered into an arrangement to provide a Course jointly.

### 4. Actions

#### A Adding New Courses to the CRICOS Register

*Note: If a course is delivered in conjunction with another provider, one provider only is responsible for CRICOS registration.*

STEPS	WHO IS RESPONSIBLE?	COMMENTS
1 Identify courses that are listed on the University of Ballarat's Scope of Registration.	Head of School with Head of Department	<ul style="list-style-type: none"> <li>• All nationally recognised courses must be listed on the Scope of Registration before applying for CRICOS registration.</li> <li>• The process for adding a course to the Scope of Registration is detailed in the <a href="#">Scope of Registration (TAFE) Procedure.</a></li> </ul>

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STEPS	WHO IS RESPONSIBLE?	COMMENTS
		<ul style="list-style-type: none"> <li>The University's Scope of Registration can be viewed at <a href="#">NTIS</a>.</li> </ul>
2 Identify which of these courses are to be offered to International students.	Head of School with Head of Department	
3 Identify if the desired courses meet the full-time study requirements for CRICOS registration.	Head of School with Head of Department	<p>A full-time course must have:</p> <ul style="list-style-type: none"> <li>20 contact hours per week (as an average for a term/semester) Fewer than 20 contact hours requires approval from OTTE; and</li> <li>be not less than 36 weeks of study for a full year program (for courses less than a year's duration, the academic year is calculated on a pro-rata basis).</li> </ul> <p>The 20 contact hours and 36 weeks of study includes all scheduled course activities that a student must participate in to satisfactorily meet the requirements of the course. These can include course orientation, teaching, supervised study sessions, exhibitions, practical placements and examinations.</p> <p><b>Note: Part time study is allowed in the final semester of a course in order to complete the course.</b></p> <p><b>Note: Fewer than 20 contact hours requires approval from OTTE.</b></p>
4 Identify course duration.	Head of School with Head of Department	The registration of a course on CRICOS must include its expected duration. The registered duration cannot exceed the time required for completing the course on the basis of the normal amount of full-time study (this includes term/semester/holiday breaks) and must not include any period of work based training unless it is a mandatory requirement of the course.
5 Identify any specific entry requirements and forward to ISP Office	Head of School with Head of Department	This information should be provided with the request to add the course to CRICOS.

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STEPS	WHO IS RESPONSIBLE?	COMMENTS
6 Identify appropriate fees to be charged for the course.	ISP with Head of School	Proposed course fees move through an approval process that involves authorisation by the University Budget Committee, the Vice- Chancellor and the University Council.
7 Identify any Work Based Training.	Head of School	If Work based training is a <b>COMPULSORY</b> component of the course, this information must be provided in the TAFE application for courses to be registered on CRICOS and in the Application form for approval to include work-based training in courses intended to be registered on CRICOS.  Refer: <a href="#">TAFE Practical Placements</a>
8 Complete TAFE Application for Courses to be Registered on CRICOS Form and forward to ISP Office.	Head of School	This form is available from the ISP Office upon request.
9 Apply for CRICOS registration and advise School when course has been successfully registered.	ISP	

### B Review of TAFE Course Listings on the CRICOS Register

STEPS	WHO IS RESPONSIBLE?	COMMENTS
1 Initiate annual review of CRICOS register.	ISP	
2 Review CRICOS register and identify courses to remain listed, courses to be added and courses to be deleted.	Head of School with Head of Department	Ensure all courses remaining on register continue to meet full-time study requirements.
3 Advise International Student Programs Office of required changes.	Head of School	To add new courses refer to Part A of this procedure.

### 5. Responsibilities

- International Student Programs has the responsibility for the maintenance of this procedure.
- Specific responsibilities are included in Section 4.

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### 6. Policy Base

- [Education Services for Overseas Students Act 2000.](#)
- [Education Services for Overseas Students Regulations 2001.](#)
- [Migration Act 1958 \(amended 4 June 2001\).](#)
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.](#)

### 7. Associated Documents

- [Scope of Registration \(TAFE\) Procedure.](#)

### 8. Forms/Record Keeping

Title	Location	Responsible Officer	Minimum Retention Period
<a href="#">TAFE Application for Courses to be Registered on CRICOS Form.</a>	ISP	ISP	7 years
<a href="#">Application form for approval to include work-based training in courses intended to be registered on CRICOS.</a>	ISP	ISP	7 years

### 9. Implementation

This Procedure will be implemented using the following strategies:

1. An Announcement Notice under 'UB Communicate' on the 'myUB Gateway' website and on the 'What's New' page on the 'Policies and Procedures @ UB' website to alert the University-wide community of the approved Procedure.
2. Correspondence to all Heads of Schools from the Vice Chancellor, Deputy Vice Chancellor (HE) and Deputy Vice Chancellor (TAFE) endorsing the implementation of the ESOS Framework (dated 2 June 2008).
3. Internal training sessions conducted by the Acting Manager, Quality Services and Quality Officer, ESOS Compliance to all Heads of Schools and Departments involved in providing education services for overseas students.
4. Documentation distribution, eg. posters, brochures, ESOS Policy and Procedure Folder.

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