



ADDITIONAL REGISTRATION REQUIREMENTS POLICY

1. Applicable Standards

National Code of Practice for Providers of Education and Training to Overseas Students 2018; Clause: 11.1 – 11.4

2. Overview

This Policy sits within the Training and Assessment Phase of the Student Journey.

3. Purpose

The purpose of this Policy is to provide guidance on the registration requirements for the AMA College.

4. Definitions

In this Policy, these terms have the same meaning as defined in the Education Services for Overseas Students Act 2000.

Overseas student means a person (whether within or outside Australia) who holds a student visa, but does not include students of a kind prescribed in the regulations.

In this Policy, these terms have the same meaning as defined in the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

ESOS agency has the meaning given by section 6C of the Education Services for Overseas Students Act 2000.

Standards means the information listed in Part B of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Student means an overseas student (or intending overseas student) as the context requires.

5. Policy

5.1. In applying to register a full-time course at a location, AMA College will seek approval from the ESOS agency, including through the relevant designated State authority if the provider is a school, for the following:

5.1.1 the course duration, including holiday breaks

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



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

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

5.2 In seeking approval under 11.1 of the Standards (displayed in this Policy as 5.1), AMA College 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:

5.2.1 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

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

5.2.3 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

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

5.2.5 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

5.2.6 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.

5.3 AMA College will 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 its registration for a course as outlined in Standard 11.1 of the Standards at least 30 days prior to the time at which those changes are proposed to take effect.

5.4 Where AMA College is subjected, irrespective of the reason, to a Regulator Audit by the Australian Skills Quality Authority, it will report this occurrence to the Department of Training and Workforce Development within 10 days.



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5.5 If in the future, AMA Services is approved to be self-accrediting, AMA College will undertake an independent external audit during its period of CRICOS registration, within 18 months prior to renewal of that registration to inform the re-registration.

6. Policy Links

This Policy should be read in conjunction with the following AMA College Policy:

4.01 Modes of Delivery Policy

7. Policy Documents

The AMA College documents which support this Policy are:

Nil.

8. Policy Review and Implementation

The Principal Executive Officer (PEO) is accountable for the implementation of this Policy. The General Manager Vocational Education and Training is responsible for the implementation of this Policy, and may delegate responsibilities for elements of this Policy. Where this occurs, this delegation must be recorded within this document. This Policy is to be reviewed on an annual basis, or more frequently as required, with revisions detailed in the section below.

Date of Issue and Revision	Description of Amendment	Reviewed (Quality Manager)	Authorised (General Manager)
July 2018	Initial Registration	Peigi Hinton	Jan Norberger