La Trobe College Australia

Staff Capabilities, Educational Resources and Premises Policy

PURPOSE AND SCOPE

The purpose of this policy is to define the system of the Designated Authority for CRICOS used to meet the requirements as per the requirements of the National Code 2018 Standard 11 Additional Registration Requirements.

The National Code of Practice for Registration Authorities and Providers of Education and training to Overseas Students 2018 (National Code) is a set of nationally consistent standards which aims to protect overseas students and delivery of courses to these students by requiring providers and their courses to be registered on CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students). Providers and their courses must be registered on CRICOS to provide education to overseas students. Each State government regulates the delivery of education services.

Navitas Bundoora Pty Ltd trading as La Trobe College Australia undertakes to meet the requirements of Standard 11 of the National Code.

Standard 11 of the National Code – Additional Registration Requirements:

- The staff of registered providers are suitably qualified or experienced in relation to the functions they perform for students
- The educational resources of registered providers support the delivery of courses to students
- The premises of registered providers, including the floor space available for each student support students to achieve their course outcomes.

Standard 11 states that:

In applying to register a full-time course at a location, a provider must 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, the provider must 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.

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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.

RESPONSIBILITIES

- The Chief Executive Officer, University Partnerships Australasia has overall responsibility
- The College Director/Principal La Trobe Operations is responsible for the overall implementation of the National Code Standard 11
- The Academic Director (Foundation Studies and Diploma Programs) and the Director of Studies (ELICOS) are responsible for implementation of Standard 11 of the National Code.

DEFINITIONS

- The National Standards for Foundation Programs 2007
- Quality Assurance Framework for EAP – the AQTF

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Policy Title	Staff Capabilities, Educational Resources and Premises Policy	
Policy Owners	Academic Director (FSDP), Director of Studies (ELICOS)	
Key Stakeholders	LTCA SMT,CEO UPA, staff	
Approval Body	LTM Executive Committee	August 7 2015
	LTM Executive Committee	July 5 2017
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
Relevant Legislation	National Code and ESOS Act - https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx	
Related Policies		
Related Guidelines	TEQSA Standards Framework – https://www.teqsa.gov.au/higher-education-standards-framework-2015 National Standards for ELICOS providers and courses – https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ELICOSnationalstandards/Pages/Default.aspx	
File information	**File number**	**Version number** V1.4
Date Effective		**Next Review Date** Aug 2020
Amendment History		
Date	Version	Summary of Changes
13/8/18	1.3	Updates according to National Code 2018 and name change to La Trobe College Australia (LTCA)
13/02/19	1.4	Merged separate LTCA Melbourne and Sydney policies into one policy.

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