

## ADDITIONAL REGISTRATION REQUIREMENTS POLICY

### Source of Obligation

Standard 11.1 of the National Code requires the College, in applying to register a full-time course at a location, to seek approval from the ESOS agency, including through the DSA, for the following:

- the course duration, including holiday breaks
- modes of study, including online, distance or work-based training
- number of international students enrolled at the College, within the limit or maximum number approved by the ESOS agency for each location
- arrangements with other education providers, including partners, in delivering a course or courses to international students.

Standard 11.2 requires that in seeking approval under Standard 11.1, the College must demonstrate any matters requested by the ESOS agency, including through the DSA, which may include but are not limited to the following:

- the expected duration of the course does not exceed the time required to complete the course on the basis of full-time study
- the expected duration of the course includes any holiday periods or any work-based training
- any work-based training to be undertaken as part of the course necessary for the student to gain the qualification and there are appropriate arrangements for the supervision and assessment of students
- the course is not to be delivered entirely by online or distance learning
- the College and any partner it engages to deliver a course or courses to international students has adequate staff and education resources, including facilities, equipment, learning and library resources and premises as needed to deliver the course to the international students enrolled with the College
- the maximum number of international students proposed by the College for the location reflects the appropriateness of the staff, resources and facilities for the delivery of the course.

Standard 11.3 requires that the College must submit to the Cth (DoE) for approval, including through the DSA, information on any proposed changes to the provider's registration for a course as outlined in Standard 11.1 of the National Code at least 30 days prior to the time at which those changes are proposed to take effect.

Section 17A of the ESOS Act requires the College to notify the Cth (DoE) of the occurrence of an event that would significantly affect the College's ability to comply with the ESOS Act.

**Heatherton  
Christian  
College's  
Policy**

It is the College's policy to provide the following information to the Cth (DoE) and Victorian Registration & Qualifications Authority (VRQA):

- the course duration, including holiday breaks
- modes of study, including online, distance or work-based training
- number of international students enrolled at the College, within the limit or maximum number approved by the Cth (DoE) for each location
- arrangements with other education providers, including partners, in delivering a course or courses to international students
- the information required by section 17A of the ESOS Act.

To provide further clarification on the mentioned list above, the College will demonstrate any matters requested by the Cth (DoE) and Victorian Registration & Qualifications Authority (VRQA) on how the College meets the National Code requirements including but not limited to:

- the expected duration of the course does not exceed the time required to complete the course on the basis of full-time study
- the expected duration of the course includes any holiday periods or any work-based training
- any work-based training to be undertaken as part of the course necessary for the student to gain the qualification and there are appropriate arrangements for the supervision and assessment of students
- the course is not to be delivered entirely by online or distance learning
- the College and any partner they engage to deliver a course or courses to international 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 international students enrolled with the College
- the maximum number of international students proposed by the College for the location reflects the appropriateness of the staff, resources and facilities for the delivery of the course.

**Proposed  
Changes**

Any proposed changes to the College's CRICOS registration requirements under Standard 11.1, will require the College to notify the Cth (DoE) and Victorian Registration & Qualifications Authority (VRQA) at least 30 days prior to the time at which those changes take effect.

**Section 17A  
Notification:  
Change of**

Section 17A of the ESOS Act requires the College to provide the Cth (DoE) within 10 business days of the occurrence of the following events:

**Ownership  
or Change  
to a Related  
Person**

- any prospective changes to the ownership of the College as soon as practicable before the change takes effect; or
- any prospective or actual change in relation to a "related person" of the College:
  - if the change cannot be determined until it takes effect – within 10 business days of the change taking effect; or
  - otherwise – as soon as practicable before the change takes effect.

A "related person" is:

- an associate of the College who has been, or will be, involved in the business of the provision of the College courses; or
- a high managerial agent of the College.

A notice to the Cth (DoE) under section 17A must be accompanied by information on the new owner or the related person of the College to enable the making of a decision under the Fit and Proper Provider Test.

**Record  
Keeping**

The College maintains the records in relation to activities and actions taken under this policy. Records will be maintained in accordance with our International Students Records Management and Retention Policy.