



Additional-registration-requirements

1. Purpose

ALACC is committed to maintaining compliance with the *Education Services for Overseas Students Act 2000 (ESOS Act)* and the *2025 Standards for RTOs*. ALACC ensures only full-time vocational education and training (VET) courses are registered on CRICOS and provides accurate, timely information to the designated ESOS agency (ASQA) regarding its operations and CRICOS-registered courses.

2. Scope

This policy applies to all CRICOS-registered courses offered by ALACC and any operations or changes relevant to CRICOS registration.

ALACC:

- Seeks approval only for full-time courses, in accordance with the National Code and RTO Standards.
- Notifies ASQA at least **30 days prior** to making any changes to a CRICOS-registered course.
- Notifies ASQA within **90 calendar days** of significant changes to the organisation or its operations, as specified under the ESOS Act and Clause 8.2 of the 2025 RTO Standards.
- For VSL students, a separate policy specific to VSL applies.

3. Procedure and Process

3.1 Full-Time Course Registration

Before registering a full-time course on CRICOS, ALACC ensures the following:

- Course content, duration, and holiday breaks meet CRICOS requirements.
- Modes of delivery comply with ESOS requirements – courses must not be delivered entirely online or via distance.
- Maximum student numbers reflect available staff, resources, and facilities.
- Any work-based training is necessary for the qualification and is properly supervised and assessed.
- All delivery partners are approved and meet required standards.



3.2 Approval Process for New or Amended CRICOS Courses

ALACC must:

- Demonstrate that full-time delivery equates to a minimum of **20 scheduled contact hours per week**.
- Include holidays and work placements within the registered duration.
- Submit updated applications through ASQA net and receive approval before changes are implemented.

3.3 Notification of Significant Changes (Clause 8.2)

ALACC will notify ASQA within **90 calendar days** of:

- Changes to executive officers or high managerial agents.
- Changes to legal name, legal entity, ownership, directorship or control.
- Liquidators or administrators being appointed.
- New or ceased funding arrangements.
- Changes to business strategy or delivery model (e.g. online or offshore).
- Registration with another regulator (if applicable).
- Significant mergers or associations with other RTOs.
- Events affecting Fit and Proper Person requirements.
- Delivery to apprentices or trainees under training contracts.
- Any other major event affecting operations.

4. Self-Accrediting Registered Providers (if applicable)

As ALACC is not currently a self-accrediting provider, annual declarations to ASQA are submitted as required. If status changes, ALACC will:

- Undertake an **independent external audit** at least **18 months before CRICOS re-registration**.

4.1 Evidence Requirements for Clause 7.5

ALACC will maintain documented evidence to demonstrate compliance, including:

- AVETMISS-compliant Total VET Activity (TVA) data.
- Quality indicator data and student satisfaction data.



- Trainer and assessor qualifications and PD records.
- Financial viability and fit and proper person evidence.
- CRICOS course applications, approvals, and changes.
- Policies on record management, IT, and learning resources.
- Public liability and other relevant insurance.
- Updated course information on CRICOS and the ALACC website.
- Evidence of adequate resources, facilities, and staffing.

5. Compliance References

- **National Code of Practice for Providers of Education and Training to Overseas Students 2018**
- **Education Services for Overseas Students Act 2000**
- **Standards for RTOs 2025**
- **ASQA Guidelines for CRICOS providers**

6. Documented Evidence Retained

- CRICOS course registration records
- Marketing materials and website content
- ASQA communications
- Course delivery and assessment resources
- Staff qualifications and timetables
- IT and recordkeeping policies



7. Document Control

Policy:	Additional-registration-requirements
Policy owner:	CEO / Director of Studies
Reviewed by:	Compliance Team
Approval authority:	Dr Janet Lawrence, D.Ed., FACN CEO/Director of Studies
Last Review date:	April 2025
Version:	2025.1
Next review:	April 2027
Summary of changes:	The updated policy aligns with the 2025 Standards for RTOs, clarifying responsibilities under Clause 8.2 regarding notifications of significant changes within 90 calendar days. It reinforces the requirement for full-time CRICOS course registration, explicitly stating the 20 contact hours per week minimum, inclusion of holiday and work-based training, and prohibition of fully online delivery. References were updated to reflect current legislation, terminology was clarified, and self-accrediting provider obligations were noted as not applicable to ALACC unless status changes. Evidence and documentation requirements were also expanded for compliance assurance.