



Initial ELICOS Registration Application Form

# Introduction

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia’s Vocational Education and Training (VET) sector. Our purpose is to ensure quality VET so that students, industry, governments, and the community can have confidence in the integrity of national qualifications.

To protect students, industry, and the community from education practices which are inadequate, non-compliant, or low-quality, we are committed to ensuring that initial registration is only granted when we are satisfied of both the suitability of people involved in running and managing the organisation, and the organisation’s commitment and capability to becoming a quality education provider.

When assessing initial ELICOS registration applications we apply a rigorous risk-based assessment methodology. We assess preparedness to be compliant with all aspects of the Education Services for Overseas Students (ESOS) Framework. ASQA will validate claims made in the application form, the accompanying application documentation, and/or the supporting evidence you provide. All applicants will be required to participate in interviews with ASQA to support the assessment process, which may be conducted in person or via teleconferencing.

ASQA’s management of your application reflects the guiding principle that applying for registration as an ESOS provider is voluntary. That means the obligation is on you as the applicant to provide ASQA with accurate and complete information it needs to properly assess the application against the regulatory requirements. It also means quickly responding to ASQA’s requests about your application including all requests for further information.

## Before you apply

Before applying for initial ELICOS registration, you should fully understand ESOS provider responsibilities and obligations.

People applying for initial registration as an ELICOS provider must demonstrate:

* they are ready to commence delivery, and
* they are committed and capable of achieving and maintaining compliance with the ESOS Framework.

If you are not adequately prepared or you do not have adequate resources, ASQA is likely to reject your application.

Once registered, ELICOS providers must maintain compliance with:

* The [*Education Services for Overseas Students Act 2000*](https://www.legislation.gov.au/Details/C2022C00066) (ESOS Act)
* the [*National Code of Practice for Providers of Education and Training to Overseas Students 2018*](https://www.legislation.gov.au/Details/F2017L01182) (the National Code)
* [*The English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018*](https://www.legislation.gov.au/Details/F2017L01349)
* Obligatory payments to the [Tuition Protection Service (TPS)](https://www.education.gov.au/tps)

See [the English-language courses](https://www.asqa.gov.au/esos-providers/english-language-courses-elicos) (ELICOS) page on ASQA’s website for more information.

Applicants should also read and understand the *Guide to Initial ESOS registration,* on the [How to become an ESOS or ELICOS provider](https://www.asqa.gov.au/cricos/how-become-esos-provider) page on the ASQA website.

## Fit and Proper Persons

ASQA’s assessment of your application will include thorough investigation and scrutiny to determine the suitability of persons who apply for initial ESOS registration. Where there is concern, we may engage with other government agencies to determine if the applicant, its Principal Executive Officer (PEO) or a related person such as an executive officer, a high managerial agent, and any person/s who will be involved in the business of the provision of courses by the provider e meet the Fit and Proper Person Requirements.

Where ASQA considers information not provided by you that could be relevant to whether you meet the Fit and Proper Person Requirements, ASQA will let you know. You will have an opportunity to see the information and make comment.

During the assessment of your application, you will be asked to demonstrate:

* how your organisation determines whether a person falls under the requirement to complete a Fit and Proper Person Declaration.
* the system your organisation uses to determine whether a person is, or is not, a fit and proper person; and,
* how these processes and mechanisms have been applied to the applicant, or a related person, should it be granted registration.

If we determine that a person or persons do not meet the Fit and Proper Person Requirements, under the ESOS Act, the application may be rejected.

## About this application form

You should complete the ELICOS registration application form (referred to throughout this document as ‘the application form’) if you are:

* An organisation seeking to offer English Language Intensive Courses for Overseas Students (ELICOS) courses, except where the ELICOS course is delivered:
* by the provider in its capacity as a school
* by the provider in its capacity as a higher education provider, or
* under an ‘entry arrangement’ with at least one higher education provider.

ASQA does not regulate ELICOS courses delivered by an ESOS provider operating as:

* a school—in this case, you should apply to ‘the relevant state regulatory body’.
* a higher education provider or as part of a pathway program for entry into a higher education institution—in this case, you should apply to the Tertiary Education Quality Standards Agency (TEQSA).

### If you are already an ESOS provider registered with ASQA

You should not use this form. Instead, you should submit an application to change your ESOS registration.

See the [Change ESOS registration](https://www.asqa.gov.au/cricos/change-esos-registration) page on ASQA’s website for more information.

**IMPORTANT - If you are not yet a registered training organisation (RTO) and you are also seeking to deliver VET courses to international students in addition to an ELICOS course, you must also complete an Initial application for RTO registration.**

See the [How to become an RTO](https://www.asqa.gov.au/rtos/how-to-become-rto) page on ASQA’s website for more information.

Once submitted, you will not be permitted to make changes to the application form, so your responses should be complete, truthful, and accurate. If the information you provide in the application form is found to be incomplete or inaccurate, the application may be rejected. The chances of rejecting the application will be greater if you knowingly provide false or misleading information.

## How to complete the application form

To successfully complete the application form, you should:

* ensure you have sufficient supporting evidence to meet each item in the required evidence table; and
* ensure that you provide sufficiently comprehensive written responses to all the questions.

Section 11A of the ESOS Act states that:

* The application must be:
  + made in the form approved, in writing, by the ESOS agency for the provider or registered provider; **and**
  + accompanied by any information and documents required by the agency.

The information and evidence required by this application is the form ASQA has approved as per section 11A of the ESOS Act. That means failure to provide all the required information and documents will result in your application being considered incomplete, and therefore ineligible for moving to the assessment phase.

**Tips for completing the application form**

* Refer to guidance on [ASQA’s website](https://www.asqa.gov.au/), the [*ELICOS Standards 2018*](https://www.legislation.gov.au/Details/F2017L01349), and the [*National Code 2018*](https://www.legislation.gov.au/Details/F2017L01182) when developing your responses.
* Read over your application thoroughly before submitting to ensure that you have addressed all the required information for each question. Remember, if the application is incomplete and so not in the approved form it will not proceed to the assessment and decision stages.
* Check your completed application form before submitting to ensure it is complete, truthful, and accurate.

* [Contact ASQA](https://www.asqa.gov.au/about/contact-us) for help

Submitting your application

**Initial registration applications are submitted in 2 stages:**

1. Prepare and submit an application for initial registration via the asqanet portal. At this stage, you will be required to upload/enter:
   * Your registration details, including:
     + Your legal entity details (ABN/ACN)
     + Evidence of your legal entity
     + Head office/principal place of business
     + Ownership details
     + Details of people associated with the organisation
     + PEO details
     + Other existing business registrations
     + Type of training organisation
     + Contact details (general enquiries and registration enquiries)
     + Delivery sites
     + Your proposed scope items
     + Any scope-specific evidence
   * Fit and Proper Person Declaration forms
   * PEO Statutory Declaration
   * Financial Viability Risk Assessment tool and supporting documentation showing a clearly demonstrated capacity to provide education of a satisfactory standard.
   * Your completed Initial ELICOS Registration Application Form (this form).
2. Once your application has been submitted and your lodgement fee has been paid, ASQA will send you an email with a unique link to upload your supporting evidence files.

Once we receive your supporting evidence, we will check to make sure that you have provided all the files you listed in the required evidence table in the application form. If you do not submit all the files you have listed in the table, your application will be considered incomplete.

# Required Evidence Table

Complete this table to ensure you have provided all of the required evidence with your application. If any of the items on this table are either missing or unable to be opened/accessed by ASQA your application will be considered incomplete.

**When completing the table:**

* Please ensure that you provide accurate **individual file name/s** for each item. References to folders which contain multiple files will not be accepted.
* If you provide large documents which cover multiple requirements, please indicate both the **individual file name** and **page references** to indicate where the relevant information for each item can be found.
* If your evidence is only accessible via a weblink, please include the weblink in the table.
* If your evidence is in an electronic format which cannot be viewed without access to the host system (e.g., learning management or student management systems), please provide screen shots as evidence.

| Registration requirements | Relevant Standards | Required evidence | Have you provided this evidence? | Evidence files |
| --- | --- | --- | --- | --- |
| Informing prospective and current learners | National Code 2018 Clauses 1.1, 1.2, 1.3, 1.4, 2.1  ELICOS Standards 2018 P3.1d | Copies of your organisation’s intended ELICOS course marketing and recruitment materials | Yes  No | Click or tap here to enter text. |
| Pre-enrolment information which will be provided by your organisation to potential overseas students | Yes  No | Click or tap here to enter text. |
| Policies and procedures your organisation will use to ensure students are informed of the outcomes to be achieved from the course and, for each learning block, the learning outcomes for that block | Yes  No | Click or tap here to enter text. |
| Ethical engagement and management of education agents | National Code 2018 clauses 4.1, 4.2, 4.3, 4.4, 4.5, 4.6 | Copies of written agreements with education agents | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to engage with and manage education agents | Yes  No | Click or tap here to enter text. |
| Assessing potential overseas student’s English language proficiency, learning goals, and learning needs | National code 2018 clause 2.2  ELICOS Standards 2018 P3.1a | Policies, procedures, strategies, and/or tools that your organisation will use to assess whether an overseas student’s English language proficiency, learning goals, and learning needs to ensure they are placed in an appropriate course and student group | Yes  No | Click or tap here to enter text. |
| Formalising student enrolment through written agreements | National Code 2018 clauses 3.1, 3.2, 3.3, 3.4, 3.5  ELICOS Standards P1.2 | Your organisation’s enrolment form(s) including letters of offer and/or written agreements you will use for overseas students | Yes  No | Click or tap here to enter text. |
| Ethically managing overseas student transfers | National code 2018 clauses 7.1, 7.2, 7.3, 7.4, 7.5 | Policies, procedures, strategies, and/or tools that your organisation will use to assess and manage overseas student transfer requests | Yes  No | Click or tap here to enter text. |
| Ethically managing overseas student deferments and suspensions of study | National code 2018 clauses 9.1, 9.2, 9.3, 9.4, 9.5 | Policies, procedures, strategies, and/or tools that your organisation will use to assess, approve, and record deferments and suspensions of studies for overseas students | Yes  No | Click or tap here to enter text. |
| Reporting to PRISMS | National code 2018 clauses 2.5, 4.1, 8.13, 8.14, 8.15, 9.5 | Policies, procedures, strategies, and/or tools that your organisation will use to maintain and update information in PRISMS | Yes  No | Click or tap here to enter text. |
| Managing overseas student complaints and appeals | National code 2018 clauses 10.1, 10.2, 10.3, 10.4 | Your organisation’s complaints and appeals policies and procedures | Yes  No | Click or tap here to enter text. |
| Providing appropriate support for overseas students | National code 2018 clauses 6.1, 6.2, 6.3, 6.4, 6.5, 6.6, 6.7, 6.8, 6.9  ELICOS Standards 2018 P3.1b, P6.9 | Your organisation’s orientation program for overseas students | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to identify and support learners with individual learning needs | Yes  No | Click or tap here to enter text. |
| Certified true copies of your organisation’s counselling staff resumes and qualifications | Yes  No | Click or tap here to enter text. |
| Employment contracts for your organisation’s counselling staff | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to manage critical incidents that could affect the overseas student’s ability to undertake or complete a course or cause them harm | Yes  No | Click or tap here to enter text. |
| Ensuring the safety and wellbeing of younger overseas students  (Only applies if your organisation will accept enrolments for overseas students under the age of 18) | National Code 2018 clauses 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7  ELICOS Standards 2018 P2.1 | Policies, procedures, strategies, and/or tools that your organisation will use to manage the accommodation, support, and general welfare arrangements for a student who is under the age of 18 | Yes  No  Not applicable | Click or tap here to enter text. |
| Your organisation’s orientation program for younger overseas students | Yes  No  Not applicable | Click or tap here to enter text. |
| Monitoring and managing overseas student progress and course duration | National code 2018 clauses 8.1, 8.2, 8.3, 8.4, 8.5, 8.9, 8.10, 8.13, 8.16 | Policies, procedures, strategies, and/or tools that your organisation will use to monitor and manage overseas student course progress and attendance | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to manage extensions of course duration for overseas students | Yes  No | Click or tap here to enter text. |
| Suitable ELICOS courses and delivery strategies | National code 2018 clauses 8.18, 8.19, 8.20, 8.22, 11.1, 11.2  ELICOS Standards 2018 P1.1, P2.4, 3.1c, 3.1d, P3.2, P4.3 | Course syllabus documents for all ELICOS courses your organisation will deliver | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools your organisation will use to facilitate course planning and continuous improvement | Yes  No | Click or tap here to enter text. |
| Your organisation’s assessment policies and procedures | Yes  No | Click or tap here to enter text. |
| Sufficient and appropriate education resources | National code 2018 clause 11.2  ELICOS Standards 2018 P5.1, 5.3 | A sample of your organisation’s education resources (minimum 2 x key education resources per subject) | Yes  No | Click or tap here to enter text. |
| A sample of your organisation’s formative and summative assessment tools (minimum of 1 formative and 1 summative assessment per subject, for both spoken and written English) | Yes  No | Click or tap here to enter text. |
| Sufficient and appropriate facilities and equipment. | National code 11.1, 11.2  ELICOS Standards 2018 P5.2, 7.1, 7.2, 7.3 | Evidence of your organisation’s facilities (e.g., photographs, floor plans, lease agreements, title deeds, learning management system contracts, council approval) | Yes  No | Click or tap here to enter text. |
| Evidence of your organisation’s equipment (e.g., photographs, purchase orders, inventories, etc.) | Yes  No | Click or tap here to enter text. |
| Sufficient ELICOS specialist staff | National code 2018 clause 11.2  ELICOS Standards 2018 P6.1, 6.2, 6.3, 6.4, 6.7, 6.8 | An overview of your organisation’s staff and structure | Yes  No | Click or tap here to enter text. |
| Employment contracts for your organisation’s ELICOS specialist staff (including senior academic leadership staff and ELICOS teachers) | Yes  No | Click or tap here to enter text. |
| Certified true copies of your organisation’s ELICOS specialist staff resumes and qualifications | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to induct new ELICOS specialist staff on commencement of employment | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to ensure that ELICOS specialist staff are supported to engage with ongoing opportunities for professional development | Yes  No | Click or tap here to enter text. |
| Your organisations professional development program for the first year of registration | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to verify the qualifications of all its teachers | Yes  No  Not applicable | Click or tap here to enter text. |
| Fit and Proper Person Requirements | ESOS Act s7A | Completed Fit and Proper Person forms for the PEO, and/or other Executive Officers, High Managerial Agents, or persons who exercise a degree of control or influence over the management or direction of the organisation | Yes  No | Click or tap here to enter text. |
| Financial Viability (as to a clearly demonstrated capacity to provide education of a satisfactory standard) | ESOS Act section 11e | Completed financial viability risk assessment tool, with supporting documents | Yes  No | Click or tap here to enter text. |
| Management of third-party service providers | National code 11.2 | Copies of written agreements with third-party service providers | Yes  No  Not applicable | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to monitor and manage third-party service providers | Yes  No  Not applicable | Click or tap here to enter text. |
| ELICOS course certification | ELICOS Standards 2018 P4.2 | Copies of your organisation’s certification templates | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools that your organisation will use to manage student certification | Yes  No | Click or tap here to enter text. |
| Business management | ELICOS Standards 2018 P3.3 | Policies, procedures, strategies and/or tools that your organisation will use to ensure that its staff, students, and other clients are fully informed of all regulatory requirements where they affect their duties or participation in ELICOS education | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools your organisation will use to ensure appropriate management of its financial accounts | Yes  No | Click or tap here to enter text. |
| Policies, procedures, strategies, and/or tools your organisation will use to maintain records of teaching delivery | Yes  No | Click or tap here to enter text. |
| Additional evidence  (**Optional** – this will not be considered when determining if your application is complete) | N/A | If you would like to provide additional evidence, please list the file names, and a short description of what they relate to.  (Optional – this will not be considered when determining if your application is complete) | Yes  No | Click or tap here to enter text. |

# Section 1 – Your Organisation

|  |  |
| --- | --- |
| Organisation’s Legal Name | Click or tap here to enter text. |
| Trading name/s | Click or tap here to enter text. |
| RTO Code  (Only required if you are already an RTO) | Click or tap here to enter text. |
| Name of person/s who completed this application form | Click or tap here to enter text. |
| Role/s within the organisation | Click or tap here to enter text. |
| Date completed | Click or tap here to enter text. |

## Consultants

|  |  |  |
| --- | --- | --- |
| Did a consultant assist with the completion of this application form, and/or other aspects of the application for initial ELICOS registration?  **If yes, please provide details:** | | Yes  No |
| Name of consultant | Click or tap here to enter text. | |
| Name of consultant’s organisation | Click or tap here to enter text. | |
| Consultant’s ABN/ACN | Click or tap here to enter text. | |
| Consultant’s contact phone number | Click or tap here to enter text. | |
| Consultant’s contact email address | Click or tap here to enter text. | |
| Consultant’s website address | Click or tap here to enter text. | |
| Nature of consultancy | The consultant is contracted to assist with initial registration only.  The consultant is contracted to assist with initial registration and to provide ongoing compliance support.  Other (please provide details)  Click or tap here to enter text. | |

## Information about your organisation

|  |  |
| --- | --- |
| Why did you decide to apply to become an ELICOS provider?  Click or tap here to enter text. | |
| Does your organisation also intend to deliver VET courses for overseas students studying in Australia?  **If yes, you should also complete the Initial RTO Registration Application Form.** | Yes  No |
| Are all owners and executive officers (including the Principal Executive Officer (PEO)) of the organisation Australian residents? | Yes  No |
| Will ELICOS courses be delivered to overseas students aged under 18 years? | Yes  No |
| Will ELICOS courses be delivered to school students? | Yes  No |
| Will your organisation pursue ongoing formal arrangements with education agents (either within or outside Australia)? | Yes  No |

Fees

Complete this table to provide a breakdown of the fees your organisation will charge for each proposed training product.

***Note - If you need to add more lines, please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

|  |  |
| --- | --- |
| **ELICOS course name** | **Maximum fees per overseas student** |
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## Delivery Strategy Overview

Complete this table to provide details about the student to teacher ratios, delivery locations, and delivery modes for ELICOS courses.

***Note – if you need more rows. please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

| Course name | Student to teacher ratio | Delivery Location/s  (Please provide full addresses) | Location capacity (maximum number of students who can use the facility at one time) | Delivery mode  (e.g., face to face, workplace, blended, online, distance, self-paced). |
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# Section 2 – Overseas Student Marketing and Recruitment

In this section of the application form you should provide information about how your organisation will engage in marketing and recruitment for overseas students.

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see *filename* for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of *filename*).

## Marketing and recruitment practices for overseas students

|  |
| --- |
| Describe your organisation’s intended marketing and recruitment practices for overseas students. Your response should explain:   1. The specific ways in which your organisation will engage in marketing and recruitment. (e.g., website, social media marketing, business to business marketing, etc.) 2. How frequently your organisation will engage in marketing and student recruitment activities for overseas students. 3. Who in your organisation will be responsible for ensuring overseas student marketing and recruitment practices are compliant with the requirements of standards 1 and 2 of the National Code 2018.   Click or tap here to enter text. |

## Education agents

|  |
| --- |
| If your organisation will be using education agents (either offshore or within Australia), describe:   1. How your organisation will pursue formal arrangements with education agents. 2. How your organisation will ensure that information about your organisation’s education agents on Provider Registration and International Student Management System (PRISMS) is kept up to date. 3. How your organisation will monitor education agents to ensure that they act ethically, honestly, and in the best interests of overseas students. 4. How your organisation will respond should it become aware of education agents who are not acting ethically or in the best interests of overseas students. 5. Who in your organisation will be responsible for monitoring and self-assuring ethical conduct by its education agents.   Click or tap here to enter text. |

## Additional comments

|  |
| --- |
| If you have any additional comments or information related to your organisation’s marketing and recruitment for overseas students which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

# 

# Section 3 – Overseas Student Enrolment

This part of the application form asks you to provide information about your organisation’s approaches to formalising and managing enrolments for overseas students.

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see *filename* for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of *filename*).

## Written agreements

|  |
| --- |
| Describe how your organisation will manage overseas student written agreements, including:   1. How your organisation will liaise with students to enter into a written agreement. 2. How your organisation will ensure the written agreement is appropriately signed or accepted by the student’s parent or legal guardian if they are under 18 years old. 3. How your organisation will retain records of all written agreements as well as receipts of payments made by students under the written agreement for at least 2 years after the person ceases to be an accepted student. 4. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Entry requirements

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| Describe how your organisation will assess overseas students’ suitability to enter an ELICOS course. Your response should describe:   1. How your organisation will assess overseas student English language proficiency, learning needs, and learning goals. 2. Who in your organisation will be responsible for assessing overseas student English language proficiency, learning needs, and learning goals. 3. How your organisation will ensure that people who are responsible for assessing overseas student English language proficiency, learning needs, and learning goals have appropriate skills and knowledge to do so.   Click or tap here to enter text. |

## Overseas student transfers

|  |
| --- |
| Describe how your organisation will ensure it manages overseas student transfers appropriately. Your response should describe:   1. How your organisation will ensure it does not enrol overseas students who are within their first six months of a course with another provider and have not been formally released by that provider. 2. How your organisation will ensure that its policy/procedure for managing overseas student transfer request is made available to staff and students. 3. Who in your organisation will be responsible for ensuring ethical and compliant management of overseas student transfers. 4. How your organisation will ensure that it creates and keeps appropriate records of overseas student transfer requests.   Click or tap here to enter text. |

## Deferments, suspensions, and cancellations

|  |
| --- |
| Describe how your organisation will ensure it manages overseas student deferments, suspensions, and cancellations appropriately. Your response should describe:   1. How your organisation will ensure that overseas student deferments, suspensions, and cancellations are managed appropriately. 2. How your organisation will ensure that its policies and procedures for managing overseas student deferments, suspensions, and cancellations are made available to staff and students. 3. Who in your organisation will be responsible for ensuring ethical and compliant management of overseas student deferments, suspensions, and cancellations. 4. How your organisation will ensure that it creates and keeps appropriate records of overseas student deferments, suspensions, and cancellations.   Click or tap here to enter text. |

## Reporting to The Provider Registration and International Student Management System (PRISMS)

|  |
| --- |
| Describe how your organisation will ensure student information is kept up to date in PRISMS. Your response should describe:   1. Who in the organisation will be a Registration Signatory Delegate (RSD) (This is someone who can approve access and changes within the PRISMS system).Who in the organisation will be responsible for entering student information into PRISMS. 2. How staff will be trained in PRISMS requirements. 3. Who will be responsible for managing the organisation’s access to PRISMS. (E.g., adding new users, de-activating accounts when people leave the organisation-).   Click or tap here to enter text. |

## Additional comments

|  |
| --- |
| If you have any additional comments or information related to your organisation’s enrolment practices for overseas students which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

# Section 4 – Overseas Student Support and Progression

This part of the application form asks you to provide information about your organisation’s approaches to supporting overseas students.

All claims made in response to questions in the application form will be verified by an assessor.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see filename for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of filename).

## Complaints and appeals

|  |
| --- |
| Describe how overseas students will be able to easily access your organisation’s complaints and appeals policies and procedures. Your response should explain:   1. The formats/media in which your organisation will publish its policies and procedures (e.g., website, print, learning management system, etc.) 2. How they will be made available to students.   Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will self-assure its management of overseas student complaints and appeals. Your response should explain:   1. How your organisation will ensure its staff understand how to properly respond to and manage overseas student complaints and appeals. 2. How your organisation will use the outcomes of overseas student complaints and appeals to inform continuous improvement. 3. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Individual student support

|  |
| --- |
| Describe how your organisation will identify overseas students with specific support needs. Your response should explain:   1. How your organisation will identify and respond to overseas students who require support prior to commencement of training. 2. How your organisation will identify and respond to overseas students who require support after training has commenced. 3. How your organisation will identify and respond to overseas students who have disabilities or other circumstances which may require reasonable adjustment. 4. Who in your organisation will be responsible for these activities. 5. How your organisation will ensure that staff who are responsible for overseas student support have sufficient knowledge and skills to do so.   Click or tap here to enter text. |

## Support resources

|  |
| --- |
| Describe how your organisation will ensure it has adequate staff to support overseas students. Your response should describe:   1. Who in your organisation will be the official point of contact for overseas students. 2. How your organisation will ensure that the person/s who are the official point of contact for overseas students have access to up-to-date information about support services. 3. How your organisation will ensure it has sufficient support staff for the number of overseas students. 4. How your organisation will ensure that support staff have sufficient skills and knowledge to be able to provide appropriate support for overseas students. 5. How your organisation will ensure its staff are aware of their obligations under the ESOS Framework.   Click or tap here to enter text. |

**Complete the table below to provide details about the support services your organisation will provide for overseas students, either directly or through referral to another service provider.**

Educational and support services may include, but are not limited to:

|  |  |
| --- | --- |
| * English and academic support services * Tutoring support * Study skills centres * Counselling and mental health support * Career services * Housing and tenancy services | * Financial support services * Health and disability support services * Mediation or advocacy services * Information and communications technology (ICT) support services * Any other services that may be necessary to support overseas students to achieve competency. |

***Note – if you need more rows, please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

| Type of educational and/or support services | Name of provider | ABN/ACN of provider | Provider contact email address | Provider contact phone number |
| --- | --- | --- | --- | --- |
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## Overseas student orientation

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| --- |
| Describe how your organisation will ensure all overseas students are provided with an age and culturally appropriate orientation program. Your response should describe:   1. Who will be responsible for delivering orientation programs for overseas students enrolled with your organisation. 2. When orientation programs will be delivered, and in what format/s. 3. How your organisation will ensure that orientation programs are provided for overseas students who are late arrivals or commencing at different entry points. 4. How your organisation will ensure that orientation programs for overseas students contain sufficiently comprehensive and up to date information. 5. Who in your organisation will be responsible for keeping orientation program information up to date.   Click or tap here to enter text. |

## Critical incidents and campus safety

|  |
| --- |
| Describe how your organisation will ensure it responds to and manages critical incidents involving overseas students appropriately. Your response should describe:   1. How your organisation will ensure its staff are aware of policies and procedures for responding to and managing critical incidents. 2. How your organisation will ensure its policies and procedures for responding to and managing critical incidents is followed.   Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will take reasonable steps to provide a safe environment on campus. Your response should describe:   1. How your organisation will identify and manage health and safety risks on campus. 2. How your organisation will provide overseas students with information about how they can enhance their personal security and safety. 3. How your organisation will ensure overseas students know how to seek assistance for and report incidents which impact on their health and wellbeing, including critical incidents.   Click or tap here to enter text. |

## Younger overseas students

**This section only applies if your organisation will accept enrolments for overseas students under the age of 18.**

|  |
| --- |
| Describe how your organisation will ensure the safety and wellbeing of younger overseas students. Your response should explain:   1. How your organisation will ensure it meets the Commonwealth, State, or Territory legislation or other regulatory requirements in relation to child welfare and protection. 2. How your organisation will maintain student contact details, including the contact details of the student’s parent(s), legal guardian, or any adult responsible for the student’s welfare. 3. Who in your organisation will be the nominated staff member to assist younger overseas students. 4. How and when your organisation will report on assessment outcomes and progress through the course to the student and their parent or guardian.   Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will manage situations where welfare arrangements for younger overseas students are disrupted. Your response should explain:   1. How your organisation will provide younger overseas students with immediate welfare arrangements in an emergency. 2. Who will be responsible for responding to emergencies involving younger overseas students. 3. How your organisation will follow-up with younger overseas students after an emergency to ensure they are safe and their needs are being met, and who will be responsible. 4. Other authorities or persons your organisation will contact in the event of an emergency involving younger overseas students. 5. How your organisation will keep records of critical incidents involving younger overseas students.   Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will ensure that where is accepts responsibility for the welfare of overseas students under the age of 18, it ensures that students are in living arrangements which are safe and adequately meet their needs. Your response should explain:   1. Under what circumstances your organisation will or will not accept responsibility for the welfare of overseas students under the age of 18. 2. Who in your organisation will be responsible for creating a Confirmation of Appropriate Accommodation and Welfare (CAAW) letter. 3. Who in your organisation will be responsible for approving the accommodation for younger overseas students. 4. How your organisation will determine if an accommodation arrangement is safe and appropriate to the needs of the younger overseas student prior to it being approved. 5. How and when accommodation for younger overseas students will be monitored to ensure it remains safe and appropriate to their needs. 6. Who will be responsible for monitoring younger overseas student welfare arrangements. 7. How your organisation will ensure that people responsible for monitoring younger overseas student welfare arrangements are properly trained to do so. 8. How monitoring of younger overseas student welfare arrangements will be documented.   Click or tap here to enter text. |

## Additional comments

|  |
| --- |
| If you have any additional comments or information related to your organisation’s marketing and recruitment for overseas students which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

# Section 5 – ELICOS Course Delivery and Assessment

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see *filename* for more information).
* f the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of *filename*)

## ELICOS course details

Complete this table for each ELICOS course.

***Note – if you have more than three courses, please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

|  |  |  |
| --- | --- | --- |
| Course 1 | | |
| **Course name** | Click or tap here to enter text. | |
| **Proficiency level**  (e.g., beginner, intermediate, advanced) | Click or tap here to enter text. | |
| **Course purpose** | Click or tap here to enter text. | |
| **Relationships with other courses**  (e.g., A relationship may exist where a student may progress from one ELICOS course to another related ELICOS course as their proficiency builds.). | Click or tap here to enter text. | |
| **Articulation arrangements**  (e.g., any articulation arrangements in place for learners of the ELICOS course to meet the English language entry requirements for other educational programs).  *Note – if the course is to provide an entry pathway to a higher education course through and arrangement with a higher education provider, the application should be submitted to TEQSA.* | Click or tap here to enter text. | |
| **Evidence of articulation arrangements** (file names) | Click or tap here to enter text. | |
| **Profile of target learner group** | | |
| **Age group** | Click or tap here to enter text. | |
| **English language proficiency at start of course** | Click or tap here to enter text. | |
| **Other learner characteristics**  (e.g., language strengths and weaknesses, learning styles, learning capabilities, cultural factors). | Click or tap here to enter text. | |
| **Entry requirements** | | |
| Education level requirement | Click or tap here to enter text. | |
| English language proficiency requirement | Click or tap here to enter text. | |
| Other requirements (if applicable) | Click or tap here to enter text. | |
| **Copyright information** | | |
| Is your organisation the copyright owner of the course? | Yes  No  If no, please provide details of the copyright owner below. | |
| Legal name of course owner | Click or tap here to enter text. | |
| Trading name/s of course owner | Click or tap here to enter text. | |
| Contact name | Click or tap here to enter text. | |
| Contact phone number | Click or tap here to enter text. | |
| Contact email address | Click or tap here to enter text. | |
| Contact website | Click or tap here to enter text. | |
| Do you have evidence of permission to deliver the course? | Yes  No  If yes, please provide evidence. | |
| File name of evidence of permission to deliver the course | Click or tap here to enter text. | |
| **Course syllabus** | | |
| List the names of the files which you have submitted as evidence of your course syllabus.  Collectively, these files should describe:   * The purpose and objectives of course * Expected learning outcomes. * Course subjects * The structure for **each subject**, including:   + Subject learning outcomes   + student schedules showing contact hours, scheduled breaks, and other study requirements.   + learning activities   + formative and summative assessment activities   + key and supplementary learning resources for each subject. | | Click or tap here to enter text. |

### 

|  |  |  |
| --- | --- | --- |
| Course 2 | | |
| **Course name** | Click or tap here to enter text. | |
| **Proficiency level**  (e.g., beginner, intermediate, advanced) | Click or tap here to enter text. | |
| **Course purpose** | Click or tap here to enter text. | |
| **Relationships with other courses**  (e.g., A relationship may exist where a student may progress from one ELICOS course to another related ELICOS course as their proficiency builds.). | Click or tap here to enter text. | |
| **Articulation arrangements**  (e.g., any articulation arrangements in place for learners of the ELICOS course to meet the English language entry requirements for other educational programs).  *Note – if the course is to provide an entry pathway to a higher education course through and arrangement with a higher education provider, the application should be submitted to TEQSA.* | Click or tap here to enter text. | |
| **Evidence of articulation arrangements** (file names) | Click or tap here to enter text. | |
| **Profile of target learner group** | | |
| **Age group** | Click or tap here to enter text. | |
| **English language proficiency at start of course** | Click or tap here to enter text. | |
| **Other learner characteristics**  (e.g., language strengths and weaknesses, learning styles, learning capabilities, cultural factors). | Click or tap here to enter text. | |
| **Entry requirements** | | |
| Education level requirement | Click or tap here to enter text. | |
| English language proficiency requirement | Click or tap here to enter text. | |
| Other requirements (if applicable) | Click or tap here to enter text. | |
| **Copyright information** | | |
| Is your organisation the copyright owner of the course? | Yes  No  If no, please provide details of the copyright owner below. | |
| Legal name of course owner | Click or tap here to enter text. | |
| Trading name/s of course owner | Click or tap here to enter text. | |
| Contact name | Click or tap here to enter text. | |
| Contact phone number | Click or tap here to enter text. | |
| Contact email address | Click or tap here to enter text. | |
| Contact website | Click or tap here to enter text. | |
| Do you have evidence of permission to deliver the course? | Yes  No  If yes, please provide evidence. | |
| File name of evidence of permission to deliver the course | Click or tap here to enter text. | |
| **Course syllabus** | | |
| List the names of the files which you have submitted as evidence of your course syllabus.  Collectively, these files should describe:   * The purpose and objectives of course * Expected learning outcomes. * Course subjects * The structure for **each subject**, including:   + Subject learning outcomes   + student schedules showing contact hours, scheduled breaks, and other study requirements.   + learning activities   + formative and summative assessment activities   + key and supplementary learning resources for each subject. | | Click or tap here to enter text. |

|  |  |  |
| --- | --- | --- |
| Course 3 | | |
| **Course name** | Click or tap here to enter text. | |
| **Proficiency level**  (e.g., beginner, intermediate, advanced) | Click or tap here to enter text. | |
| **Course purpose** | Click or tap here to enter text. | |
| **Relationships with other courses**  (e.g., A relationship may exist where a student may progress from one ELICOS course to another related ELICOS course as their proficiency builds.). | Click or tap here to enter text. | |
| **Articulation arrangements**  (e.g., any articulation arrangements in place for learners of the ELICOS course to meet the English language entry requirements for other educational programs).  *Note – if the course is to provide an entry pathway to a higher education course through and arrangement with a higher education provider, the application should be submitted to TEQSA.* | Click or tap here to enter text. | |
| **Evidence of articulation arrangements** (file names) | Click or tap here to enter text. | |
| **Profile of target learner group** | | |
| **Age group** | Click or tap here to enter text. | |
| **English language proficiency at start of course** | Click or tap here to enter text. | |
| **Other learner characteristics**  (e.g., language strengths and weaknesses, learning styles, learning capabilities, cultural factors). | Click or tap here to enter text. | |
| **Entry requirements** | | |
| Education level requirement | Click or tap here to enter text. | |
| English language proficiency requirement | Click or tap here to enter text. | |
| Other requirements (if applicable) | Click or tap here to enter text. | |
| **Copyright information** | | |
| Is your organisation the copyright owner of the course? | Yes  No  If no, please provide details of the copyright owner below. | |
| Legal name of course owner | Click or tap here to enter text. | |
| Trading name/s of course owner | Click or tap here to enter text. | |
| Contact name | Click or tap here to enter text. | |
| Contact phone number | Click or tap here to enter text. | |
| Contact email address | Click or tap here to enter text. | |
| Contact website | Click or tap here to enter text. | |
| Do you have evidence of permission to deliver the course? | Yes  No  If yes, please provide evidence. | |
| File name of evidence of permission to deliver the course | Click or tap here to enter text. | |
| **Course syllabus** | | |
| List the names of the files which you have submitted as evidence of your course syllabus.  Collectively, these files should describe:   * The purpose and objectives of course * Expected learning outcomes. * Course subjects * The structure for **each subject**, including:   + Subject learning outcomes   + student schedules showing contact hours, scheduled breaks, and other study requirements.   + learning activities   + formative and summative assessment activities   + key and supplementary learning resources for each subject. | | Click or tap here to enter text. |

## ELICOS specialist staff

Complete the tables below to provide information about each specialist staff member who will work for your organisation.

***Note – if you have more than three specialist staff members, please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Staff member 1 | | | | |
| **Staff member name** | Click or tap here to enter text. | | | |
| **Contact phone number** | Click or tap here to enter text. | | | |
| **Contact email address** | Click or tap here to enter text. | | | |
| **Role in the organisation**  **(Tick all that apply)** | Senior academic leadership  ELICOS teacher  Counsellor | | | |
| **ELICOS courses this teacher will deliver (if applicable)** | Click or tap here to enter text. | | | |
| **Qualifications (name of qualification, date obtained, and issuing organisation).** | Click or tap here to enter text. | | | |
| **Summary of relevant experience and skills** | Click or tap here to enter text. | | | |
| **Does this staff member currently work for any other ESOS providers?** | Yes **(If yes, provide details below)**  No | | | |
| **ESOS Provider Name**  (add delete rows as necessary) | **CRICOS Provider Number** | **Date employment commenced** | **Number of hours worked per week** | **Date employment will end.**  **(If employment is ongoing, write ‘ongoing’ in this field).** |
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| Staff member 2 | | | | |
| **Staff member name** | Click or tap here to enter text. | | | |
| **Contact phone number** | Click or tap here to enter text. | | | |
| **Contact email address** | Click or tap here to enter text. | | | |
| **Role in the organisation**  **(Tick all that apply)** | Senior academic leadership  ELICOS teacher  Counsellor | | | |
| **ELICOS courses this teacher will deliver (if applicable)** | Click or tap here to enter text. | | | |
| **Qualifications (name of qualification, date obtained, and issuing organisation).** | Click or tap here to enter text. | | | |
| **Summary of relevant experience and skills** | Click or tap here to enter text. | | | |
| **Does this staff member currently work for any other ESOS providers?** | Yes **(If yes, provide details below)**  No | | | |
| **ESOS Provider Name**  (add delete rows as necessary) | **CRICOS Provider Number** | **Date employment commenced** | **Number of hours worked per week** | **Date employment will end.**  **(If employment is ongoing, write ‘ongoing’ in this field).** |
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| --- | --- | --- | --- | --- |
| Staff member 3 | | | | |
| **Staff member name** | Click or tap here to enter text. | | | |
| **Contact phone number** | Click or tap here to enter text. | | | |
| **Contact email address** | Click or tap here to enter text. | | | |
| **Role in the organisation**  **(Tick all that apply)** | Senior academic leadership  ELICOS teacher  Counsellor | | | |
| **ELICOS courses this teacher will deliver (if applicable)** | Click or tap here to enter text. | | | |
| **Qualifications (name of qualification, date obtained, and issuing organisation).** | Click or tap here to enter text. | | | |
| **Summary of relevant experience and skills** | Click or tap here to enter text. | | | |
| **Does this staff member currently work for any other ESOS providers?** | Yes **(If yes, provide details below)**  No | | | |
| **ESOS Provider Name**  (add delete rows as necessary) | **CRICOS Provider Number** | **Date employment commenced** | **Number of hours worked per week** | **Date employment will end.**  **(If employment is ongoing, write ‘ongoing’ in this field).** |
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| Describe your organisation’s approach to ensuring appropriate academic leadership of ELICOS. Your response should explain:   1. Your organisation’s approach to academic leadership. 2. How your organisation will support senior academic leadership to maintain up-to-date knowledge of significant developments in TESOL theory and practice. 3. Your organisation’s approach to developing, implementing, and reviewing curricula. 4. Your organisation’s approach to providing appropriate guidance and/or mentoring to ELICOS teaching staff.   Click or tap here to enter text. |

|  |
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| Describe how your organisation will verify and support its ELICOS teachers. Your response should describe:   1. How your organisation will verify the qualifications of all its teachers. 2. How your organisation will support ELICOS teachers to engage in ongoing professional development. 3. How your organisation will ensure ELICOS teachers have access to resources required for delivery of the course.   Click or tap here to enter text. |

## Locations, resources, and equipment

|  |
| --- |
| Provide a detailed list of the locations, facilities, physical resources, and equipment your organisation has CURRENT access to.  Note that locations should be a **full address**, not just a suburb or area. It is a legal requirement to provide information about **all** intended delivery locations.  **Note – you may choose to attach the list as a separate file. If you do, please ensure you indicate the file name.**  Click or tap here to enter text. |

|  |
| --- |
| Will your organisation be sharing resources or locations with any other persons/ organisations?  Yes  No |

If yes, please complete the tables below for each person or organisation with whom you will be sharing resources.

***Note – if you are sharing resources with more than three people or organisations, please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

|  |  |
| --- | --- |
| Person/Organisation 1 | |
| Name of person/organisation | Click or tap here to enter text. |
| ABN/ACN of person/organisation | Click or tap here to enter text. |
| Person/organisation contact phone number | Click or tap here to enter text. |
| Person/organisation email address | Click or tap here to enter text. |
| Location of shared resources (provide full address) | Click or tap here to enter text. |
| Describe the shared resources (i.e., what is being shared?) | Click or tap here to enter text. |
| Which units of competency are the shared resources for? | Click or tap here to enter text. |
| Name/s of trainers and assessors who will be using or accessing the shared resources or locations | Click or tap here to enter text. |
| Describe the sharing arrangements | Click or tap here to enter text. |
| Are the sharing arrangements supported by a written agreement? | Yes  No |
| If yes, provide the file name of the written agreement and ensure you provide it as supporting evidence with your application | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Person/Organisation 2 | |
| Name of person/organisation | Click or tap here to enter text. |
| ABN/ACN of person/organisation | Click or tap here to enter text. |
| Person/organisation contact phone number | Click or tap here to enter text. |
| Person/organisation email address | Click or tap here to enter text. |
| Location of shared resources (provide full address) | Click or tap here to enter text. |
| Describe the shared resources (i.e., what is being shared?) | Click or tap here to enter text. |
| Which units of competency are the shared resources for? | Click or tap here to enter text. |
| Name/s of trainers and assessors who will be using or accessing the shared resources or locations | Click or tap here to enter text. |
| Describe the sharing arrangements | Click or tap here to enter text. |
| Are the sharing arrangements supported by a written agreement? | Yes  No |
| If yes, provide the file name of the written agreement and ensure you provide it as supporting evidence with your application | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Person/Organisation 3 | |
| Name of person/organisation | Click or tap here to enter text. |
| ABN/ACN of person/organisation | Click or tap here to enter text. |
| Person/organisation contact phone number | Click or tap here to enter text. |
| Person/organisation email address | Click or tap here to enter text. |
| Location of shared resources (provide full address) | Click or tap here to enter text. |
| Describe the shared resources (i.e., what is being shared?) | Click or tap here to enter text. |
| Which units of competency are the shared resources for? | Click or tap here to enter text. |
| Name/s of trainers and assessors who will be using or accessing the shared resources or locations | Click or tap here to enter text. |
| Describe the sharing arrangements | Click or tap here to enter text. |
| Are the sharing arrangements supported by a written agreement? | Yes  No |
| If yes, provide the file name of the written agreement and ensure you provide it as supporting evidence with your application | Click or tap here to enter text. |

## Customisation and continuous improvement of ELICOS courses

|  |
| --- |
| Describe how your organisation will ensure that teaching is customised to student needs, and continuously improved. Your response should explain:   1. How ELICOS teachers will be supported to customise teaching to meet student needs as required. 2. How your organisation will support teachers to research content and developments in English language teaching to meet student needs. 3. How and when your organisation will collect feedback from students, teachers, and other stakeholders as appropriate. 4. How and when your organisation will evaluate course outcomes and feedback to inform continuous improvement. 5. Who will be responsible for these activities.   Click or tap here to enter text. |

## Additional comments

|  |
| --- |
| If you have any additional comments or information related to your organisation’s ELICOS courses and/or education practices which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

# Section 6 – Student Certification

In this section of the application form you should provide information about your organisation’s intended approaches to managing student certification for ELICOS courses.

All claims made in response to questions in the application form will be verified by an assessor and should be consistent with the documentary evidence you provide with your application.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see filename for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of filename).

## Approach to certification

|  |
| --- |
| Describe your organisation’s approach to providing students with certification for ELICOS courses. Your response should explain:   1. How your organisation will ensure students have successfully completed the course (or course components) prior to issuing certification. 2. How and when your organisation will provide students with certification. 3. How your organisation will provide past students with access to their certificates. 4. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Additional comments

|  |
| --- |
| If you have any additional comments or information related to your organisation’s certification practices which you would like ASQA to consider as part of your application, please type them in the field below.  Click or tap here to enter text. |

# Section 7 – Regulatory compliance and governance

This part of the application form asks you to provide information about your organisation’s approaches to ensuring regulatory compliance and governance.

All claims made in response to questions in the application form will be verified by an assessor.

* Where information relevant to any of the questions can be found in your supporting evidence documents, please indicate which files should be considered (e.g., see filename for more information).
* If the files you have submitted are relevant to multiple areas, you should also include page number references (e.g., see pages 1-2 of filename).

## ELICOS business management

|  |
| --- |
| Describe your organisation’s approach to ensuring it enacts appropriate and effective management actions. Your response should explain:   1. How your organisation will ensure its staff, students and other clients are fully informed of all regulatory requirements where they affect their duties or participation in ELICOS education. 2. Your organisation’s approach to ensuring its accounts are prepared appropriately, as per the requirements of Standard P8 of the ELICOS Standards 2018. 3. How your organisation will keep, and quality assure student records.   Click or tap here to enter text. |

## Third-party service providers

|  |
| --- |
| Does your organisation intend to engage third-party service providers?  Yes  No |

If yes, please complete this table for each third-party service provider you will engage.

***Note – if you will be engaging more than three third-party service providers, please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the ‘Additional Evidence’ section of the Required Evidence Table.***

|  |  |
| --- | --- |
| Third-party service provider 1 | |
| Name of third-party service provider | Click or tap here to enter text. |
| ABN/ACN/MARN | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Contact phone number | Click or tap here to enter text. |
| Contact email address | Click or tap here to enter text. |
| Services they will provide | Click or tap here to enter text. |
| Is this arrangement supported by a written agreement? | Yes  No |
| If yes, please provide the file name of the written agreement and ensure you provide it with your supporting evidence | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Third-party service provider 2 | |
| Name of third-party service provider | Click or tap here to enter text. |
| ABN/ACN/MARN | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Contact phone number | Click or tap here to enter text. |
| Contact email address | Click or tap here to enter text. |
| Services they will provide | Click or tap here to enter text. |
| Is this arrangement supported by a written agreement? | Yes  No |
| If yes, please provide the file name of the written agreement and ensure you provide it with your supporting evidence | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Third-party service provider 3 | |
| Name of third-party service provider | Click or tap here to enter text. |
| ABN/ACN/MARN | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Contact phone number | Click or tap here to enter text. |
| Contact email address | Click or tap here to enter text. |
| Services they will provide | Click or tap here to enter text. |
| Is this arrangement supported by a written agreement? | Yes  No |
| If yes, please provide the file name of the written agreement and ensure you provide it with your supporting evidence | Click or tap here to enter text. |

|  |
| --- |
| Describe how your organisation will assure services provided by third parties. Your response should explain:   1. How your organisation will ensure that suitable written agreements are in place. 2. How and when your organisation will communicate third-party responsibilities and ensure they are understood. 3. How and when your organisation will communicate information about third parties to students and staff. 4. How and when your organisation will monitor the services which are provided by third parties. 5. How your organisation will respond if it becomes aware of inappropriate practices by its third parties. 6. How your organisation will prevent future inappropriate practices by a third-party after a breach has been identified. 7. Who in your organisation will be responsible for these activities.   Click or tap here to enter text. |

## Fit and Proper Person Requirements

|  |
| --- |
| Describe your organisation’s approach to ensuring that key people who exercise a degree of control or influence over the management or direction of the organisation meet the Fit and Proper Person Requirements. Your response should explain:   1. how your organisation determines whether a person falls under the requirement to complete a Fit and Proper Person Declaration. 2. the system your organisation uses to determine whether a person is, or is not, a fit and proper person; and, 3. how these processes and mechanisms have been applied to the PEO, executive officers, high managerial agents, and any persons who will exercise a degree of control or influence over the management or direction of the organisation.   Click or tap here to enter text. |

# 

# Section 8 – Confirmation and Signature

I Click or tap here to enter text. confirm that:

1. The information provided in this application is true and complete, and accurately reflects the intended practices of my organisation.
2. I have reviewed and provided all the required information and evidence.
3. My organisation is ready to commence delivery.
4. I understand:
   1. the application will be incomplete if I do not produce all the required supporting evidence at the time of submission.
   2. information and evidence provided in an application for initial registration cannot be amended once the application has been accepted.
   3. if my application is incomplete, it will not be accepted and will not be assessed.
   4. Once accepted, the assessment of an application for initial registration will include:
      1. assessment of supporting documentation against the ESOS Framework; and
      2. validation of information and evidence, which may include assessment interviews and site visits. These will be conducted either in person or via teleconferencing.
   5. I may be required to participate in assessment interviews to support ASQA’s assessment of this application.
   6. ASQA may refuse the application for initial registration under the following circumstances:
      1. Information or evidence I provide is found to be false or misleading.
      2. I fail to provide information or evidence requested by ASQA in the specified time, or in the required form.
      3. My application has not demonstrated that my organisation will be fully compliant with the ESOS Framework from the date of registration.
      4. I have not demonstrated commitment and/or capability to deliver quality ELICOS education.
      5. ASQA determines key people or persons in my organisation not to be fit and proper under the Standards.
      6. I have not demonstrated to the satisfaction of the regulator that my organisation will be financially viable.
5. I understand my obligations should my organisation be granted registration, including, but not limited to:
   1. I will be legally responsible for the organisation’s compliance with the ESOS Framework under the Education Services for Overseas Students Act 2000 (ESOS Act).
   2. I will be required to provide accurate and truthful responses to information requests from ASQA relevant to my organisation’s registration.
   3. I will be required to cooperate with ASQA in the conduct of audits and monitoring of my organisation’s operations.
   4. I will be required to provide ASQA with information about substantial changes to my organisation’s operations or any event which would significantly affect my organisation’s ability to comply with these standards within 90 calendar days of the change occurring.
   5. I will be required to provide ASQA with information about significant changes to its ownership within 90 calendar days of the change occurring.
   6. I will be required to notify ASQA of any agreements my organisation enters into with third parties delivering services on behalf of my organisation, and I will be responsible for ensuring third parties I engage cooperate with ASQA. This includes education agents.
6. I understand that if my organisation is granted registration and I am subsequently found to not comply with any of the requirements of the ESOS Framework, ASQA may take action against my organisation which could include:
   1. Imposing sanctions on registration, such as cancellation of my organisation’s registration.
   2. Imposing conditions on registration.
   3. Issuing an infringement notice.
   4. Commencing legal proceedings.
7. I understand that ASQA:
   1. May impose conditions on my organisation’s registration upon granting of registration or any time thereafter.
   2. May refuse this application if my organisation fails to provide true and correct information by act or omission of a material nature in this application.
8. I acknowledge that:
   1. If my application is incomplete, the application fee may not be refunded.
   2. If I choose to withdraw my application after assessment of it has commenced, the assessment fee, or part of it, may not be refunded.
9. I understand:
   1. If ASQA does not approve my application, I will receive a letter to explain why.
   2. If I disagree with the reasons why my application was rejected, I may request a review of the decision.

**Knowingly giving false or misleading information is a serious offence.**

Name of PEO: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date signed: Click or tap here to enter text.