

Vocational Education CRICOS Application Form

Commonwealth Register of Institutions for Overseas Students (CRICOS)

This form is to be used by RMIT staff to register or amend Vocational Education programs on CRICOS. Only programs approved for CRICOS registration can be marketed, or offered to international students. An incomplete form may delay processing. Program details from this form will be used for marketing to prospective international students, selection & admissions decisions and for submission to the Commonwealth Regulator, - Australian Skills Quality Agency (ASQA). Schools and Colleges complete Sections indicated in the instructions. Submit completed form to Global Quality, Regulation and Compliance: cricos@rmit.edu.au. Please refer to the RMIT CRICOS website for further information: www1.rmit.edu.au/qcu/cricos, or call 9925 5181

In addition to this CRICOS form, please submit the following documentation as part of the CRICOS application and program transition responsibilities.

Diploma and Undergraduate or Entry requirements template

RMIT Program guide for the new program

ASQA Appendix A 'ASQA Application to Change CRICOS registration form'

RMIT Academic Board/ College Board approval documents

RMIT 'International Program Discontinuation Request' Form (For discontinuations and amendments)

Drafts of communications to be sent to students regarding amendments

College	School	Program Code	Program Plan:
Program Title			
Approval Date	Academic Board Approved (New Programs)	College Board Approved (Program Amendments)	
NTIS Code	Qualification Expiry/ Review date		

Amendments are to take place from: (1st intake)

February July Year

Admissions Intakes:

February July

Potential Program Student Capacity: (ie. If a 2 year program, the total potential enrolled students at any point throughout the 2 years)

Domestic Students International Students

Instructions

Application Type	Check Box if applicable	Instructions
Is this a New Program?		Complete Sections 1 and 5
Program renewal: Has the training package been superseded by an equivalent training package (as determined by ASQA and industries bodies?)	Yes	Complete sections 2 & 5
	No	Complete Sections 1 & 6 (It is treated as a new program).
Is this a location change?		Complete Section 3 & 5
Is this a duration amendment?		Complete Section 4 & 5
Work based training (WBT) amendment	Yes	
	No	

Section 1 New Program Information

Program Duration (weeks)

Please note that VE Programs can only be registered once on CRICOS. If VE programs are offered in standard and accelerated modes, the VE program only needs to be registered on CRICOS once, for the longer duration. Please register the standard duration of the program. Only full-time programs can be registered on CRICOS. Do not submit applications for part-time programs.

Program Total Teaching Weeks		Program Holiday Duration		Total Program duration (this should equal teaching weeks + holidays)	
Contact hours per week (min 20 hours)					

Campus

Select all locations/campus(es) locations where courses will be offered

City
Brunswick

Bundoora
Point Cook

AQF LEVEL

Is the program offered jointly with another provider?

Yes No

* If yes please attach relevant documentation

Does this program replace another program?

Yes No Old Program Code Old Plan Code

If yes please provide Program Code and Plan

ASCED Code

Provide 6 digit code

Broad field Narrow field Detailed field

Does the program contain online courses?

(Online &/or Distance, maximum 25%)

Yes No If yes, list course name(s) & code(s):

Does the program include work based training (WBT)?*

If yes provide the following details:

Yes No
Hours per Week Number of Weeks
Total Hours

Provide details of WBT courses or refer to the relevant pages of the program guide if it is not related to a course.

*Work Based Training (WBT)

[TEQSA guide to WBT is 'off campus learning, contributes to degree, not supervised by RMIT staff' It does not include on campus work simulations } WBT must be registered if:

- It must be undertaken to gain the qualification, and
- The registered provider has appropriate arrangements for the supervision and assessment of onshore international students in place.

Please note that the requirements for onshore international students must be the same as for domestic students please attach details of the WBT component.

Fee Approval (schools/colleges complete fee information)

Annual Fees for commencing students

5 Years Annual Tuition Fees: As outlined in the RMIT schedule of approved fees and charges:

www.rmit.edu.au/fs/studentfees/schedules

Non-tuition Fees: Non-tuition fees include equipment and other materials needed to undertake the course; ancillary costs for field work, excursions or laboratories, or any other amount that the student must pay to the provider in order to undertake the course.

These fees should be included in the RMIT approved materials fees schedules: www.rmit.edu.au/fs/studentfees/material

Year					
Annual Tuition Fee					
Annual Non-Tuition Fee					
Student Services and Amenities (SSAF)					

Financial Services Group confirmation of fees (Schools Leave blank)			
Position	Name	Signature	Date

Section 2 - Superseded Training Packages

Has the training package been superseded by a training package that ASQA has deemed equivalent?

Yes ASQA will update the CRICOS registration automatically. If you wish to change the delivery mode or duration complete the relevant sections below. If you do not wish to continue offering this program Please complete the program discontinuation form.

No **Please register the new training package as a new program (Section 1)**

Section 3 - Location Change

Select campus(es) to ADD

Select all relevant delivery locations/campus(es) locations

City

Bundoora

Brunswick

Point Cook

Select campus(es) to REMOVE

Select all relevant delivery locations/campus(es) locations

City

Bundoora

Brunswick

Point Cook

Attach copies of proposed communications to students regarding this amendment.

Section 4 - Duration Change

Providers can only register training packages once. The duration registered must be the longest duration that the program is being offered.	Old Duration (in weeks)	New Duration (in weeks)	Reason for change

Who does this amendment apply to?

Current students

Future Students

Attach copies of proposed communications to students regarding this amendment.

Section 5 – Work Based Training (WBT) Amendments – this may result in a new CRICOS code

Does the program currently include compulsory work based training (WBT)?*	Yes	No
Action Required	Add Work Based Training Amend Work Based Training Hours	Remove Work Based Training

Please provide the hours you wish to register

	Hours per Week	Number of Weeks
	Total Hours	

Provide details of WBT courses (or refer to the relevant pages of the program guide if it is not related to a course).

Attach copies of proposed communications to students regarding this amendment.

Section 6 – College and School Contact Details and Approvals

Key Contacts	Name	Email	Telephone
CRICOS Application Contact			
Selection Officer			

College / SGR Approval	Name	Signature	Date
Admission Manager or equivalent			
Pro-Vice Chancellor & College President			

Head of School Recommendation

I declare:

- Entry requirements are accurate
- School and College have staff capabilities, education resources and premises, adequate for this program to support students in the program, including monitoring enrolment loads, progression and academic progress
- The program is fulltime and contains no more than 25% online or distance education courses
- Marketing information and practices used are professional, accurate and maintain the integrity and reputation of the industry
- Any work based training required to be undertaken to graduate from the program is compulsory, and appropriate arrangements are in place for supervision and assessment of international onsure students.

Head of School	Signature	Date

Section 7 – RMIT International Approval for marketing

International Approval

Executive Director International (or Delegate)	Signature	Date

Submit the completed Form and attachments to: International Compliance Advisor - CRICOS by Email: cricos@rmit.edu.au