



Australian Government
Tertiary Education Quality and Standards Agency

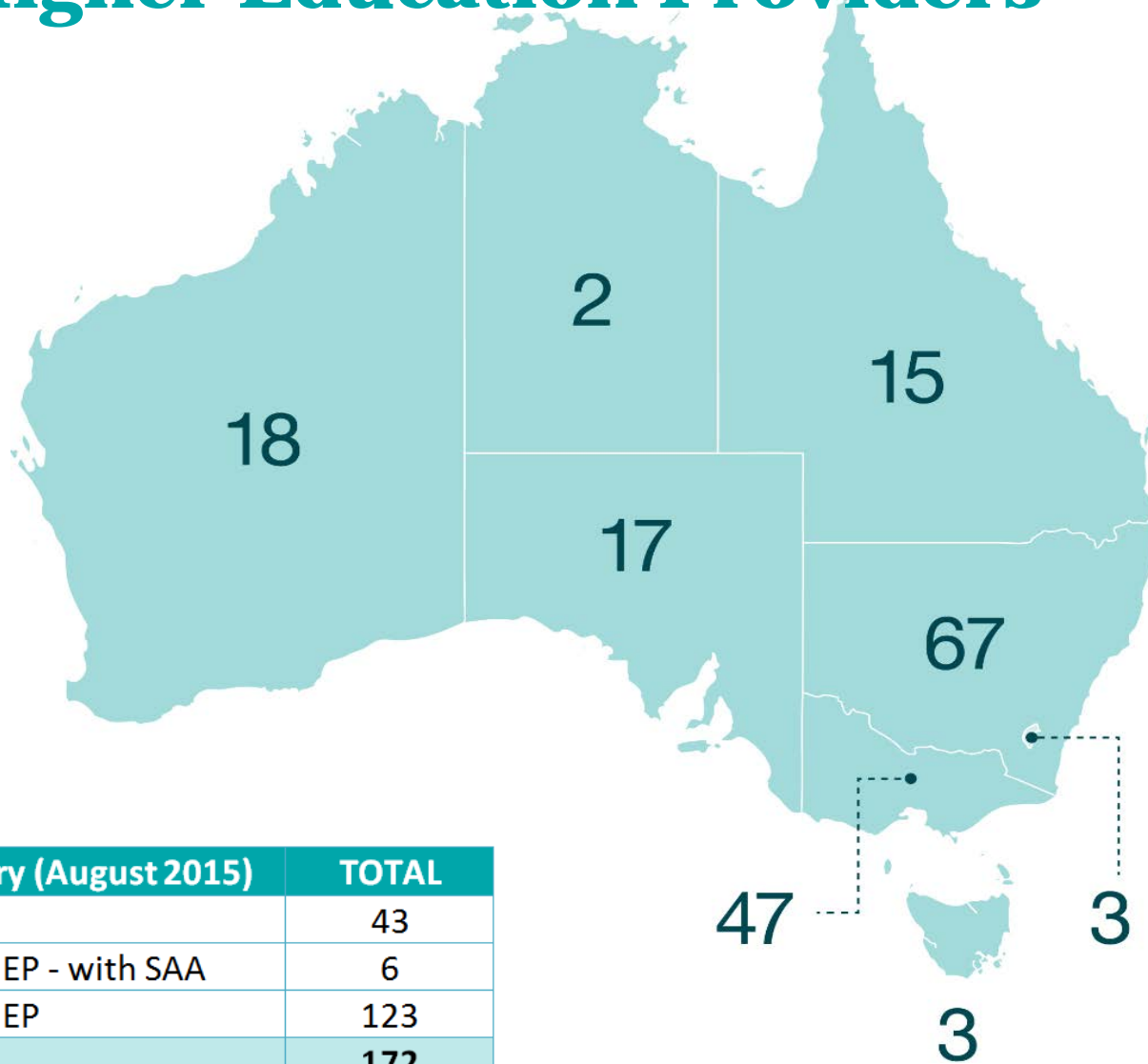


Applying for registration as a higher education provider

Initial Provider Briefing
Information current at 16 September 2015



Higher Education Providers



Provider Category (August 2015)	TOTAL
University	43
Non University HEP - with SAA	6
Non University HEP	123
TOTAL	172



NUHEPS

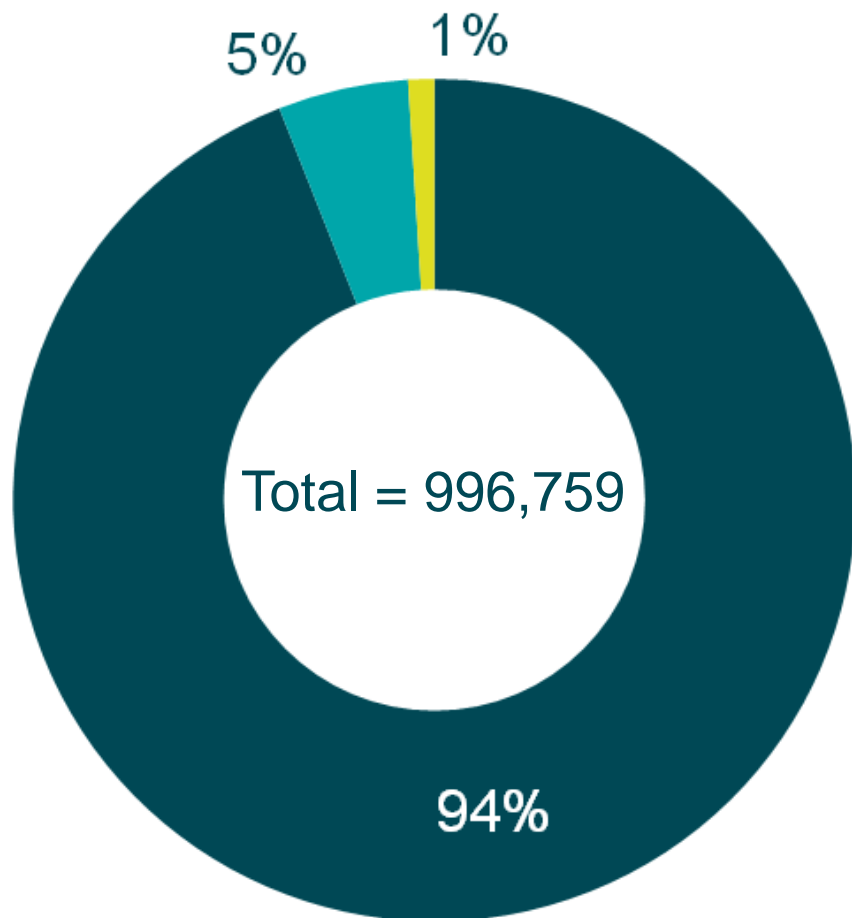
Group	Number of Providers
For Profit	52
Not for profit:	65
• TAFE	12
• Faith-based	24
• Professional Assocs	7
• Government Agencies	4
• Other	18
Pathway	13
Total	130

Source: TEQSA national register, 8th May 2015

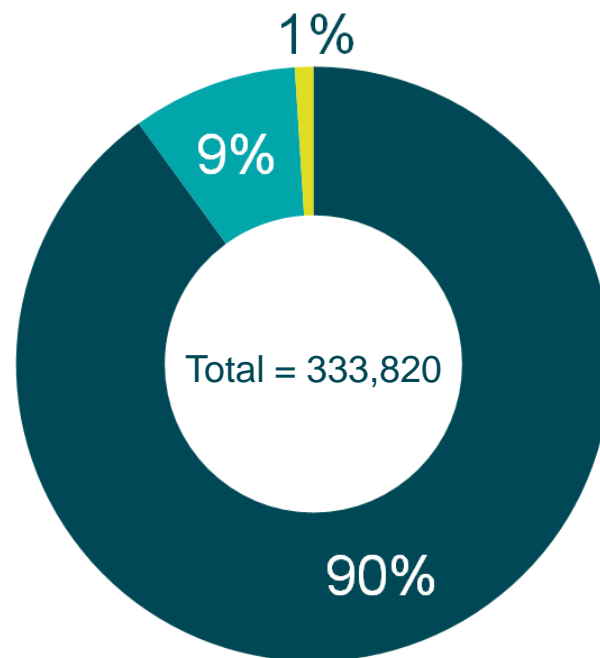


Students (2013)

Domestic



International



- Universities
- NUHEPs (FEE-HELP)
- NUHEPs (Other)



Legislative framework

- ▶ TEQSA Act 2011 – s.18-23 & s.46-51
 - ▶ Higher Education Standards Framework (Threshold Standards) 2011
- ▶ Education Services for Overseas Students Act 2000
 - ▶ National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
 - ▶ ELICOS and Foundation Standards
- ▶ Upcoming changes to requirements
 - ▶ Revised Threshold Standards
 - ▶ Revised ESOS Act & National Code



Expectations

- ▶ Registration
 - ▶ up to 7 years
- ▶ Accreditation
 - ▶ at least one course must be part of initial application
- ▶ CRICOS Registration
 - ▶ separate application



Expectations

- ▶ VET providers moving into HE
 - ▶ Higher education academic governance
 - ▶ Higher education policies
 - ▶ Academic leadership and academic staff qualifications
 - ▶ Understanding of scholarship and a framework for a sustainable culture of scholarship
 - ▶ Quality of professional development and academic support for staff

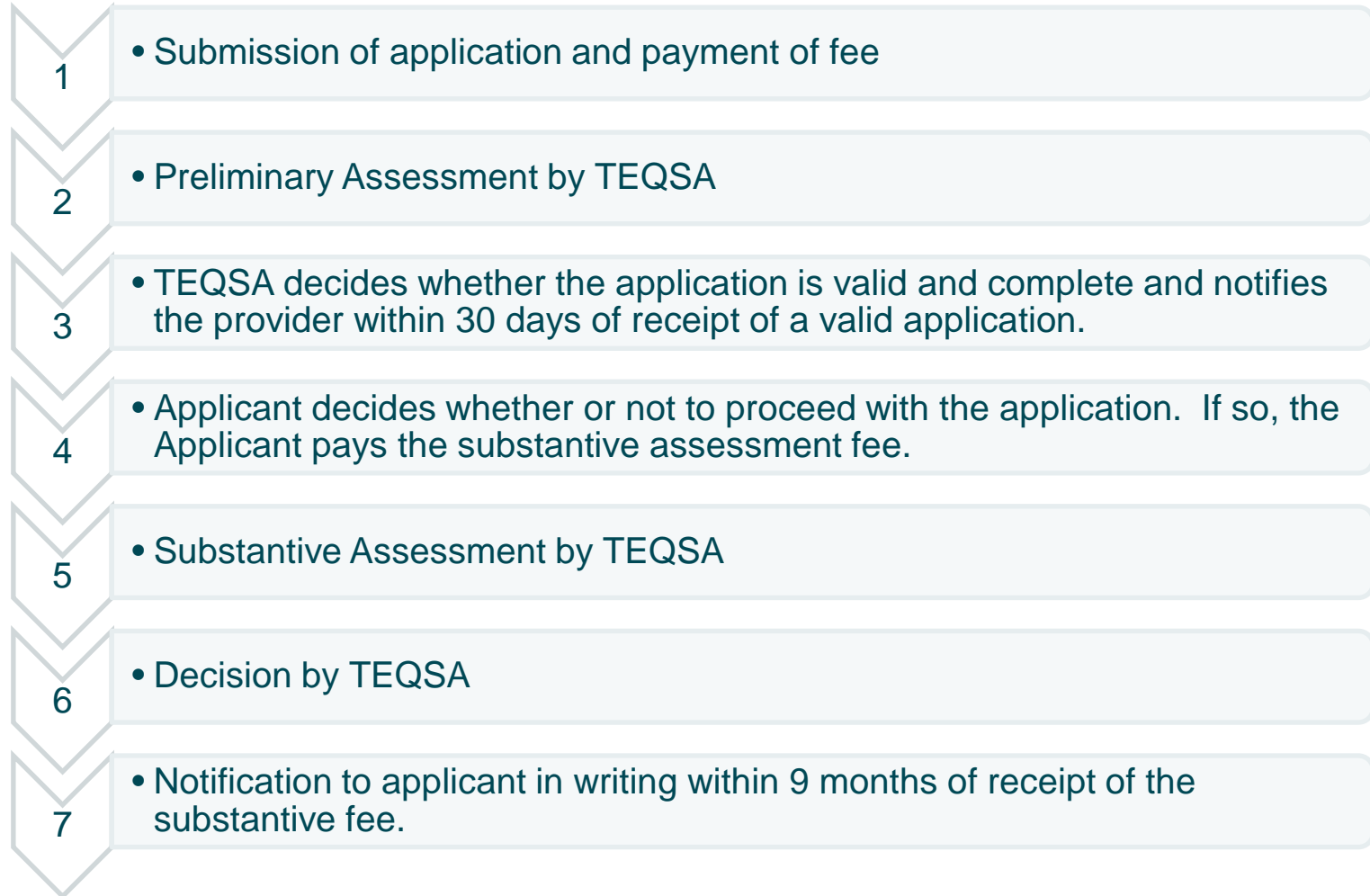


Expectations

- ▶ Greenfield applications
 - ▶ Feasible plans and arrangements for meeting the Threshold Standards
- ▶ Third party arrangements
 - ▶ Due diligence processes
 - ▶ Governance arrangements
 - ▶ Quality assurance processes



Application process





Step one:

Submission of application and payment of fee

- ▶ Forms and Guides
 - ▶ All application forms are based on the *Higher Education Standards Framework (Threshold Standards)*
 - ▶ Must submit an application for accreditation of at least one course
 - ▶ Applications are made using the application form that is only available via the Provider Portal
- ▶ Allocation of Case Manager upon receipt of application



Step one: cont.



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Application Form –

APPLICATION FOR REGISTRATION AS A HIGHER EDUCATION PROVIDER

Document history	
Version 1.0	Effective from 29 January 2012
Version 2.0	Updated October 2012
Version 2.1	Updated July 2013
Version 2.2	Updated October 2014
Version 2.3	Updated April 2015

There are nine sections to the Application Form for Registration as a Higher Education Provider. They are:

- Section 1 Applicant Details
- Section 2 Provider Standing: Applicant Ownership and Corporate Structure
- Section 3 Provider Standing: Applicant History
- Section 4 Corporate and Academic Governance
- Section 5 Financial Viability and Sustainability
- Section 6 Academic Quality and Integrity
- Section 7 Management Systems and Human Resources
- Section 8 Responsibilities to Students
- Section 9 Physical and Electronic Resources and Infrastructure



Step one: cont.

- ▶ How to submit an application
 - ▶ Application forms and evidence are uploaded via the Provider Portal
 - ▶ Access to the Provider Portal must be requested following discussion with an interim case manager
 - ▶ TEQSA requires a 3 month notice period prior to submission of initial applications for registration and accreditation



Step two:

Preliminary Assessment by TEQSA

- ▶ Assessment of whether the application is valid and in the correct category
- ▶ Fees for preliminary assessment*
 - ▶ Registration fee for HEP: \$5,500
 - ▶ Accreditation fee: \$2,000 for first course + \$1,400 for additional courses

* Determination of Fees No.3 of 2013



Step three:

TEQSA decides whether the application is valid and complete and notifies the provider within 30 days of receipt of a valid application

- ▶ Sections 18 (3) and 46 (2) *TEQSA Act* – state that applications must be:
 - ▶ In the approved form;
 - ▶ accompanied by any information; documents and assistance that TEQSA requests; and
 - ▶ accompanied by the correct fee.



Step four:

Applicant decides whether or not to proceed with the application. If proceeding, the Applicant pays the substantive assessment fee.





Step five:

Substantive Assessment by TEQSA

- ▶ Assessment of whether the Threshold Standards have been met
- ▶ Fees for substantive assessment*
 - ▶ Registration: \$16, 500
 - ▶ Accreditation: \$7,000 for first course + \$4,900 for additional courses

* Determination of Fees No.3 of 2013



Step six:



Decision by TEQSA

- ▶ Decisions on initial registration are made by the TEQSA Commission, including:
 - ▶ decisions on conditions, requests for information made under Section 28 of *TEQSA Act*, and period of registration
- ▶ Applicant may seek review of a Decision



Step seven:



Notification to applicant in writing within 9 months of receipt of the substantive fee

- ▶ Applicant will receive a:
 - ▶ Notice of Decision; and
 - ▶ Summary of Findings.
- ▶ Public Reports are published on the National Register
 - ▶ URL: <http://www.teqsa.gov.au/national-register>



Online Resources

The screenshot shows the TEQSA website interface. At the top, there is a navigation bar with the Australian Government logo and the text 'Tertiary Education Quality and Standards Agency'. A search bar is located on the right. Below the navigation bar, a dark green menu contains several items: 'About TEQSA', 'Regulatory Approach', 'For Providers' (circled in yellow), 'For Students', 'National Register', and 'News & Publications'. The main content area is titled 'Registration as a higher education provider' and includes a sidebar with a list of links such as 'Provider portal', 'Provider obligations', and 'Registration and renewal'. The main text area contains detailed information about the registration process, including a section on 'Registration application process' and a note that 'It is essential that applicants read the Application Guide before completing the Application Form.'



Key issues

- ▶ Corporate and academic governance
- ▶ Academic leadership & scholarship
- ▶ Teaching and learning
- ▶ Benchmarking arrangements
- ▶ Financial viability



Corporate and academic governance

- ▶ Representation of HE expertise on corporate boards
- ▶ Active involvement of external academics on academic boards
- ▶ Course approval process rigorous
 - ▶ Academic Boards must deliberate on and endorse initial course(s)
- ▶ Evidence of effectiveness in decision-making through records
- ▶ Academic Quality Assurance



Academic leadership & scholarship

- ▶ Relevant experience in academic leadership e.g. course coordinator
- ▶ Staff contributions to culture of scholarship
- ▶ Promoting scholarship and HE learning environment
- ▶ AQF+ 1 and ongoing professional development



Teaching and learning

- ▶ Course design, development and ongoing review
- ▶ How will you collect evidence of students achieving learning outcomes and graduate attributes?
- ▶ Academic policies and processes are developed, implemented and reviewed
- ▶ Teaching and learning plans – link to strategic plan and include KPIs and processes for monitoring



Information Resources

- ▶ Awareness of libraries in the digital age – depth and variety of electronic collections
- ▶ Levels and types of access to electronic collections
- ▶ Currency and relevance of collections
- ▶ Information resources appropriate to the size and complexity of the provider



Benchmarking arrangements

- ▶ Feasible, effective plans for benchmarking
- ▶ Who will the partners be? Developing relationships
- ▶ Benchmarking of academic standards, student performance
- ▶ Benchmarking activity beyond initial agreement to benchmark



Financial viability

- ▶ Clearly developed, articulated and supported business case
- ▶ Key forecast assumptions, clearly identified and rationale explained
- ▶ Market research findings to support key assumptions about demand and student number projections
- ▶ Alternative scenarios



Financial viability cont.

- ▶ Business planning to include profit and loss, cash flow and balance sheet considerations
- ▶ Applications to demonstrate business planning process
- ▶ Financial and non-financial delegation schedules included
- ▶ TEQSA Information sheet – approach to financial assessment



Resources on the TEQSA website

- ▶ Application guides and forms for registration as a higher education provider and accreditation of a HE course of study
- ▶ TEQSA Fees schedule
- ▶ Higher Education Standards Framework (Threshold Standards) 2011
- ▶ TEQSA Guidance Notes
- ▶ National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007



Enquiries to TEQSA and arranging access to provider portal

new.registration.enquiries@teqsa.gov.au



Questions and Answers