



Abbreviated CV

Sections relating to academic experience only need to be completed for individuals with academic roles.

1. Title and name

Title	First and other names	Last name

2. Position and academic leadership responsibilities (current and previous)

Position(s)	Academic leadership responsibilities (if any)

3. Completed academic qualifications

Full name of award	Subject/major area	Full name of awarding institution and year of award (if an overseas institution, also include the country and verification of legitimacy of the award and the institution)

4. Teaching experience (previous seven years)

Teaching period (from most recent)	Field of study area/course title	Name of organisation/institution and, if an overseas institution, the country

5. Relevant employment/experience

Note: Provide a brief history of the employment and/or other experience (if different to 2 & 4 above) which is relevant to the current higher education role and field of education.

Employment period	Name of employer	Position title	Relevant duties

6. **Other relevant information (including professional and/or honorary memberships, directorships and related scholarly activities)**

7. **Research supervision experience** *(if supervising research candidates)*

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8. Publications (scholarship and research outputs)

Include publications categorised by: articles in research journals, articles in scholarly journals; conference papers; books; book chapters; peer-reviewed or not; number and value of peer-reviewed grants; and other outputs (such as patents).

For guidance on the distinction between research and scholarship, refer to the TEQSA Guidance Notes on Scholarship and Research and Research Training on TEQSA.gov.au.

Author(s)		Year of publication	Title of publication	Journal/volume/proceedings	Type of publication (1)	Peer-refereed/reviewed	Research classification (research/scholarship)	Broad Field of Education
Surname	Initial							

Copy and complete as many additional tables as required.

(1) Journal, conference proceedings, etc.



Aggregated list of scholarly and research output

Author(s)		Year of publication	Title of publication	Journal/volume/proceedings	Type of publication (1)	Peer-refereed/reviewed	Research classification (research/scholarship)	Broad Field of Education
Surname	Initial							

Copy and complete as many additional tables as required.

(1) Journal, conference proceedings, etc.



Applicant history responses

Use this template to provide details required for Provider Standing: Applicant History. Reformat tables as needed.

1. Provide details in the tables below if the applicant or a related entity has applied, or previously applied, to another registration body for approval to provide education or related services in any state or territory in Australia, and/or overseas.

Year of application	Applicant name	Type of application	Name of registration body	Place where application was made	Application outcome

List any conditions or sanctions placed on approval, including restrictions on operations, deregistration, or reasons for rejection of registration application.

2. Provide details in the tables below if the applicant or any person or entity named in Section C of the online form owns 25% or more of another entity, or other entities, with current approval to provide education or related services in Australia and/or overseas.

Current registration			
Person or entity			
Percentage share of ownership	%		
Legal name of provider			
Trading name or names			
Registration body			
Current period of registration	From		To

ACN									
-----	--	--	--	--	--	--	--	--	--

ABN											
-----	--	--	--	--	--	--	--	--	--	--	--

Name of Chief Executive Officer of the provider	
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Copy and complete additional tables as required.

List any conditions or sanctions placed on approval of the other entity, including restrictions on operations.

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3. Provide details in the tables below if any person or entity named in Section C of the online form is associated with other entity or entities with current approval to provide education or related services in Australia and/or overseas (as senior manager, director or owner).

Current association				
Person or entity				
Legal name of provider				
Trading name or names				
Registration body				
Current period of registration	From		To	

ACN									
-----	--	--	--	--	--	--	--	--	--

ABN										
-----	--	--	--	--	--	--	--	--	--	--

Chief Executive of the provider	
---------------------------------	--

Copy and complete additional tables as required.

List any conditions or sanctions placed on approval of the other entity, including restrictions on operations.

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4. Provide details in the tables below if, within the past seven years, any person or entity named in Section C of the online form has been associated during the past seven years with any other entity previously approved to provide education or related services in Australia and/or overseas. (Do not include any current registrations held.)

Previous association				
Which person or entity?				
Period of relationship	From		To	
Legal name of provider				
Trading name or names				
Registration body				
Period of registration	From		To	

ACN										
-----	--	--	--	--	--	--	--	--	--	--

ABN														
-----	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Chief Executive of the provider	
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Copy and complete additional tables as required.

List any conditions or sanctions placed on approval of the other entity, and/or details of deregistration.

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5. Provide details in the tables below if any person or entity named in Section C of the online form has applied to provide education or related services in any state or territory in Australia and/or overseas.

Associations with the applicant			
Which person or entity?			
Association with the applicant			
Legal name of entity under which application was made			
Trading name/s of entity under which application was made			
Registration body			
Period of registration OR Date of application	From		To

ACN									
-----	--	--	--	--	--	--	--	--	--

ABN										
-----	--	--	--	--	--	--	--	--	--	--

Chief Executive of the entity under which application was made	
--	--

Copy and complete additional tables as required.

List any conditions or sanctions placed on approval of the other entity, including restrictions on operations, de-registration, or reasons for rejection of registration application.

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6. Provide details if the entity applying for registration has ever:

- been the subject of a winding up order
- had an external administrator appointed, and/or
- had a receiver appointed over the whole or substantially the whole of the entity's property?

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Applicant ownership details

For the relevant entity type (listed below), provide details of each person or entity that owns 25% or more of the legal entity applying for registration.

Owner 1	
Name:	
Relevant entity type	Company limited by shares (private) Company limited by shares (public) Company limited by shares (public and listed) Foreign university (private) Foreign corporation Person Other (specify)
Percentage share	%
Legal entity name	
Trading name	
ACN	
ABN	

Owner 2	
Name:	
Relevant entity type	Company limited by shares (private) Company limited by shares (public) Company limited by shares (public and listed) Foreign university (private) Foreign corporation Person Other (specify)
Percentage share	%
Legal entity Name	
Trading name	
ACN	
ABN	

Copy and complete additional tables as required.

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Registration declaration

THIS DECLARATION is made on the day of 20

Legal name of applicant:

RECITAL

The provider has submitted an application for registration as a Higher Education Provider under the *Tertiary Education Quality and Standards Agency Act 2011*.

DECLARATION

I agree:

1. To permit authorised representatives of the Tertiary Education Quality and Standards Agency (TEQSA) to inspect the applicant's delivery sites for the purposes of assessing the application;
2. To provide information, documentation and assistance as may be required by TEQSA and its representatives in order to assess the application.

I hereby attest that to the best of my knowledge, the information contained in the application for registration is complete and accurate as at the date stipulated below. I understand that giving false or misleading information is a serious offence.

SIGNED for and on behalf of (insert applicant's legal name):

By:		In the presence of:	
(Name – please print)	(Signature of Authorised Officer)	(Name – please print)	(Signature of Witness)
(Title)	(Date)	(Title)	(Date)

Note: This attachment MUST be completed and included with the submitted registration application.



Evidence requirements by type of legal entity

The following table describes different types of legal entities, along with the evidence that must be submitted with the application to establish identity. An entity must be a valid constitutional corporation; that is, a trading or financial corporation formed in Australia or a foreign corporation to which section 51(xx) of the Australian Constitution applies.

Activities within a business plan that will indicate that the applicant entity is a valid trading corporation may include commercial activity, fee for service for student tuition, and/or generation of revenue.

Type of legal entity	Evidence that must be attached to the online application – documents must be certified
Statutory body	Reference to state, territory or Commonwealth Act.
Company limited by shares (private). This means the entity is a proprietary company incorporated under the <i>Corporations Act 2001</i> (Cwlth), is regulated by the Australian Securities and Investments Commission (ASIC), and has 'Pty Ltd' in the name.	Copy of Certificate of Incorporation issued by ASIC, and ASIC Historical Company Extract that includes details of the company as at the time of lodging this application. This extract can be ordered through the ASIC website.
Company limited by shares (public), listed or unlisted. This means the entity is incorporated under the <i>Corporations Act 2001</i> (Cwlth), is regulated by the Australian Securities and Investments Commission (ASIC), and has 'Limited' or 'Ltd' in the name.	Copy of Certificate of Incorporation issued by ASIC, and ASIC Historical Company Extract that includes details of the company as at the time of lodging this application. This extract can be ordered through the ASIC website.
Company limited by guarantee. This means the entity is a company in which the liability of the company's members is limited to the amount the members undertake to contribute to the property of the company if it is wound up.	Copy of Certificate of Incorporation issued by ASIC, and ASIC Historical Company Extract that includes details of the company as at the time of lodging this application. This extract can be ordered through the ASIC website.

Type of legal entity	Evidence that must be attached to the online application – documents must be certified
Incorporated association. This means the entity is incorporated under the relevant state or territory associations incorporation Act, and usually has 'Inc.' in the name.	Copy of Certificate of Incorporation issued by the relevant state or territory department.
Foreign corporation. This means the entity is a company incorporated outside Australia.	Copy of Certificate of Incorporation or registration details with home jurisdiction's securities register/regulator.
Foreign university (public). This means the entity is a university outside of Australia, established and accredited by a foreign national, state or territory government. ¹	Copy of legislation or charter establishing the university.
Foreign university (private). This means the entity is a university outside of Australian state and territory jurisdictions, established by private interests, and accredited as a university by the home jurisdiction's regulator or other government agency. ¹	Copy of Certificate of Incorporation or registration details with home jurisdiction's securities register/regulator or other government agency.

If the applicant does not fall into any of these categories, independent legal advice should be sought by the applicant as to whether or not the entity is a valid constitutional corporation.

¹ Foreign universities could also choose to apply for registration as an Overseas University or an Overseas University of Specialisation. For further details contact TEQSA on new.registration.enquiries@teqsa.gov.au.



External Advisors to the governing body

Use this template to provide details required for external advisors to the governing body.

For each external advisor to the governing body, complete the information in the table below.

Advisor 1	
Full name	
Purpose for which external advice will be provided	
Background and relevant expertise (attach CV if preferred, using the TEQSA template for abbreviated CV)	
Contact details	Position
	Organisation
	Telephone
	Email address
Frequency of engagement	
Process for engaging	

Copy and complete as many additional tables as required.

Projected Income and Expenditure Statement - HEP Registration

For more information on each data element,
please click on the cell containing .

A\$	Year 1	Year 2	Year 3	Year 4	Year 5
REVENUE					
Higher Education - Teaching & Learning					
FEE-HELP					
HECS-HELP					
Fee-Paying Overseas Students					
Fee-Paying Domestic Postgraduate Students					
Fee-Paying Domestic Undergraduate Students					
Other Fees and Charges - Domestic Students					
Other Fees and Charges - International Students					
Total Higher Education - Teaching & Learning	0	0	0	0	0
Other higher education-related income (e.g. third party payments)					
TOTAL - HIGHER EDUCATION TEACHING & LEARNING RELATED INCOME	0	0	0	0	0
Non-Higher Education - Teaching & Learning (where applicable)					
VET FEE-HELP					
VET Fee-Paying Overseas Students					
VET Fee-Paying Domestic Students					
ELICOS					
Continuing Education and Non-Award Courses					
Other Fees and Charges					
Total VET - Teaching & Learning	0	0	0	0	0
TOTAL TEACHING AND LEARNING RELATED INCOME	0	0	0	0	0
Other Revenue					
Non-education related Commercial Activities & Investment Income					
Government Grants					
Research-related Revenue					
Donations & Bequests					
Other Income (e.g. interest revenue)					
Total Other Revenue	0	0	0	0	0
TOTAL REVENUE	0	0	0	0	0
EXPENSES					
Employee Benefits					
Higher Education Academic Employee Related Expenses					
Non-Higher Education Academic Employee Related Expenses					
Non-Academic Employee Related Expenses					
Total Employee Benefits Expense	0	0	0	0	0
Depreciation and Amortisation					
Repairs & Maintenance					
Finance Costs					
Impairment of Assets					
Other					
Third Party Teaching & Learning Services					
Marketing, promotion & student recruitment costs (e.g. commissions)					
Occupancy Costs (Rent, outgoings etc)					
Library & Learning Resources					
Other Expenses					
Income tax expense/(benefit or credit)					
Total Other	0	0	0	0	0
TOTAL EXPENSES	0	0	0	0	0
TOTAL PROFIT/(LOSS)	0	0	0	0	0

Projected Cash Flows - HEP Registration

For more information on each data element,
please click on the cell containing .

A\$	Year 1	Year 2	Year 3	Year 4	Year 5
(Please enter all outflows as negative values)					
CASH FLOWS FROM OPERATING ACTIVITIES					
Cash Receipts From Customers					
Cash paid to suppliers and employees					
Cash Generated from Operating Activities	0	0	0	0	0
Interest paid					
Income tax received/(paid)					
NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	0	0	0	0	0
CASH FLOWS FROM INVESTING ACTIVITIES					
Interest received					
Dividends received					
Proceeds from sale of property, plant and equipment					
Proceeds from sale of investments					
Disposal of discontinued operations					
Acquisition of subsidiary/equity-accounted investees					
Acquisition of Property Plant & Equipment					
Development expenditure (e.g. Intangible assets)					
Other					
NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES	0	0	0	0	0
CASH FLOWS FROM FINANCING					
Proceeds from borrowings					
Proceeds from issue of share capital					
Dividends paid					
Repayment of borrowings					
Repayment of finance leases					
Loans granted					
NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	0	0	0	0	0
NET INCREASE / (DECREASE) IN CASH AND CASH EQUIVALENTS	0	0	0	0	0
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR					
CASH AND CASH EQUIVALENTS AT THE END OF THE YEAR	ok	ok	ok	ok	ok

Projected Balance Sheet - HEP Registration

For more information on each data element,
please click on the cell containing .

A\$	Year 1	Year 2	Year 3	Year 4	Year 5
ASSETS					
Current Assets					
Cash and cash equivalents					
Related party receivables/loans					
Receivables					
Inventories					
Other financial assets					
Other non-financial assets					
Total current assets	0	0	0	0	0
Non-current Assets					
Related party receivables/loans					
Receivables					
Other financial assets					
Investments accounted for using the equity method					
Property, plant and equipment					
Intangible assets					
Other non-financial assets					
Total non-current assets	0	0	0	0	0
TOTAL ASSETS	0	0	0	0	0
LIABILITIES					
Current Liabilities					
Related party payables/loans					
Trade and other payables					
Borrowings					
Provisions					
Income Received in Advance					
Other current liabilities					
Total current liabilities	0	0	0	0	0
Non-current Liabilities					
Related party payables/loans					
Borrowings					
Provisions					
Income Received in Advance					
Deferred tax liabilities					
Other liabilities					
Total non-current liabilities	0	0	0	0	0
TOTAL LIABILITIES	0	0	0	0	0
NET ASSETS/(LIABILITIES)	0	0	0	0	0
EQUITY					
Issued Capital					
Reserves					
Retained earnings/surplus					
TOTAL EQUITY	0	0	0	0	0
	ok	ok	ok	ok	ok



Fit and proper person requirements declaration

The fit and proper person requirements declaration is required for:

- all members of the governing body
- all 'key personnel' of the applicant

Complete the template for each individual.

Name:		
Governing body position		
Responsibilities		
Address at which individual ordinarily resides		
1. Have you been convicted of an offence against a law of the Commonwealth or of a state or territory (except a conviction that is spent under Part VIIC of the Crimes Act 1914 (Cwlth))?	Yes	No
2. Have you ever been found guilty of an act of professional or academic misconduct?	Yes	No
3. Have you ever become bankrupt, applied to take the benefit of a law for the benefit of bankrupt or insolvent debtors, compounded with your creditors or assigned your remuneration for the benefit of creditors?	Yes	No
4. Have you ever been disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001 (Cwlth)?	Yes	No
5. (a) Have you ever provided a state or territory registering body and/or TEQSA with false or misleading information or made a false or misleading statement to a state or territory registering body or TEQSA?	Yes	No
(b) If the answer to 5(a) is yes, did you know that the statement made or information provided to the state or territory registering body or TEQSA was false or misleading?	Yes	No
6. Have you ever been found not to meet the fit and proper person requirements for the purposes of the National Vocational Education and Training Regulator Act 2011 (Cwlth)?	Yes	No
7. Do you consider there to be any matter that could lead the public to lack confidence in your ability, or that of the entity, to provide or assess higher education qualifications?	Yes	No

If you answered 'yes' to any of the questions 1–7, additional information is required. For each question you answered 'yes' to, create a separate table and provide further details.

Question	
Details	

Have you ever been one of the key personnel or a member of a governing body of an entity while any of the following applied to the entity?

8. Been convicted of an offence against a law of the Commonwealth or of a state or territory?	Yes	No
9. Had its registration as a higher education provider or registered training organisation cancelled or suspended in part or in full?	Yes	No
10. Had a condition imposed on its registration as a higher education provider?	Yes	No
11. Breached a condition that was applied to its registration or course accreditation?	Yes	No
12. Been the subject of a winding up order or had an external administrator appointed?	Yes	No
13. (a) Provided a state or territory registering body and/or TEQSA with false or misleading information or made a false or misleading statement to a state or territory registering body or TEQSA?	Yes	No
(b) If the answer to 13(a) is yes, did the entity know that the statement made or information provided to the state or territory registering body or TEQSA was false or misleading?	Yes	No

If you answered 'yes' to any of the questions 8–13, additional information is required. For each question you answered 'yes' to, create a separate table and provide further details of the breach and the entity it relates to.

Question	
Details	

The material in this document is true and correct to the best of my knowledge and belief. I understand that giving false or misleading information is a serious offence.

Signed by:

Witnessed by:

Signature

Signature

--

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Print name

Print name

--

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Title

Title

--

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Date

Date

dd/mm/yyyy

dd/mm/yyyy

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Floor space allocation

Physical teaching and learning spaces and facilities

Provide details about the projected gross floor space (square metres) for teaching and learning that will be available for higher education over a minimum of the first three years (and up to five years) of operation. For applicants currently delivering educational services, include data for the latest year, and note the year and period.

Include details for each site from which a course of study will be offered.

Site 1: (name)	Latest year (where available) (year and period)	Year 1 projection	Year 2 projection	Year 3 projection	Year 4 projection	Year 5 projection
Gross floor area	m ²	m ²	m ²	m ²	m ²	m ²
Space by function						
Total space for teaching and learning						
Total space for academic staff office accommodation						
Total space for management and administration functions						
Total library space						
Total space allocated to research students						
Total student amenities and recreational areas						
Total space primarily allocated to special technical and research facilities / laboratories						
Total space						

Copy and complete the table for each site from which a higher education course of study will be delivered.



Guidance Note: *Naming Conventions for Evidence*

Purpose

This guidance note outlines the requirements for providing documentary evidence to TEQSA in support of applications, with respect to:

- 4 how to name files, and
- 4 specifications for formatting.

Scope

This guidance note applies to files provided via the provider portal, or as requested, for:

- 4 applications (for TEQSA and CRICOS)
- 4 responses to requests for information
- 4 responses to section 28 requests under the TEQSA Act, and
- 4 conditions imposed on registration or course accreditation.

File identification

Submitted electronic files should be:

- 4 **clearly titled:** whatever file naming conventions you use, file titles should provide, in as few characters as possible, enough information to determine what the file is so TEQSA can easily identify, locate and reference it, for example:
 - 4 'CourseEnrolments01' instead of 'CE01'
 - 4 'AB Minutes January 2016' instead of 'Meeting0116', and
- 4 **clearly referenced:** for evidence submitted to support an application, or if your application cross-references a file, please ensure you cite its title accurately or provide enough information to clearly identify it.

Note that the evidence should be clearly referenced in the Confirmed Evidence Table, in response to the pre-submission discussion and agreement on scope and/or evidence requirements with your case manager.

Format specifications

The preferred formats for file submission are Microsoft Word (doc/docx), Microsoft Excel (xls/xlsx) and PDF. However, TEQSA also accepts the following file formats:

csv	db	jpg	html	mdb
mp3	mp4	swf	tif	txt
wav	wma	xml	zip	

File name restrictions

An error message will appear when attempting to upload any file with a file name:

- 4 of more than 128 characters in length
- 4 containing any of the following characters:
 - 4 tilde (~)
 - 4 asterisk (*)
 - 4 pipe (|)
 - 4 angle brackets (< or >)
 - 4 hash (#)
 - 4 plus (+)
 - 4 colon (:)
 - 4 braces ({ or })
 - 4 percent (%)
 - 4 slash (/)
 - 4 quotation mark (")
 - 4 ampersand (&)
 - 4 backslash (\)
 - 4 question mark (?)

PDF format

If submitting a file in pdf format, please ensure, where possible, that the text in the file can be searched, selected, copied and pasted – note that generally, pdf files created from Word/Excel are searchable, while pdf files created from scanned files are generally not.

Compressed and zipped files

Where files are compressed or “zipped” for uploading, please list the files that are in the zipped files in the Confirmed Evidence Table, or upload a table listing them along with the zipped file.

File size limits

Uploaded files must be 10MB or less. Larger files can be provided via a link (e.g. to the provider’s website). Alternatively, speak to your case manager.

For additional information, refer to the Provider Portal Frequently Asked Questions <http://www.teqsa.gov.au/sites/default/files/ProviderPortal_FAQs.pdf>.

A video help guide and other support material are also available on the ‘For Providers’ menu of TEQSA’s website <<http://www.teqsa.gov.au/for-providers/provider-resources>>.



Key personnel details

The definition of key personnel includes senior executive officers such as: the Principal/Chief Executive Officer, Academic Director (or other senior executive officer with primary responsibility for academic operations); members of the corporate and academic governing bodies, and others who will:

1. Make decisions about the governance, management or direction of the academic and corporate operations of a higher education provider, and/or
2. Exercise a notable degree of control or influence over the decision making about the governance, management or direction of the academic and corporate operations of a higher education provider.

For each person meeting the definition of 'key personnel', complete the information in the table below.

Full name		
Role/position title		
Brief description of responsibility		
Brief summary of expertise (including relevant Field of Education).		
Highest qualification		
Is the person an employee of the applicant?	Yes	No
Current position or occupation		
Contact details	Position	
	Organisation	
	Telephone	
	Email address	
Term of office	Appointment duration	
	Month and year of expiry	mm/yyyy
Does the key personnel have an ownership or financial interest in the applicant?	Yes	No

Nature of relationship with applicant	Former employee		
	Shareholder (per cent of issued capital held)	%	
	Material service provider		
	Personal relationship with any existing member?	Yes	No
	If Yes , type of relationship		
	Current employee		
	None of the above		

Copy and complete as many additional tables as required.

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Proposed delivery site and third party/partner arrangement details

Delivery site 1: (name)						
Street address						
Postal address (if different from street address)						
Phone (incl. area code)		Fax (incl. area code)		Website address		
Are there any third party, agent or partner relationships?					Yes	No
If YES , provide the name of each third party, agent or partner.						

List the proposed higher education course(s) of study to be offered at this site and details of the third party, agent or partner involvement. (Applicants are advised that separate application for accreditation of courses of study must be made to TEQSA).

Applicants must complete a separate table for each course to be offered at this site. Copy and paste as many tables as required.

Proposed course of study	
AQF level	

Summary of third party, agent or partner involvement in teaching and learning, and proportion of delivery (if applicable):

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Summary of third party, agent or partner involvement in delivery of related higher education services (other than teaching and learning, for example library and information services or student services, if applicable):

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Proposed course of study	
AQF level	

Summary of third party, agent or partner involvement in teaching and learning and proportion of delivery (if applicable):

--

Summary of third party, agent or partner involvement in delivery of related higher education services (other than teaching and learning, for example library and information services or student services, if applicable):

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Delivery site 2: (name)					
Street address					
Postal address (if different from street address)					
Phone (incl. area code)		Fax (incl. area code)		Website address	
Are there any third party, agent or partner relationships?				Yes	No
If YES , provide the name of each third party, agent or partner.					

List the proposed higher education course(s) of study to be offered at this site and details of any third party, agent or partner involvement. Applicants must complete a separate table for each single subject to be offered at this site.

Proposed course of study	
AQF level	

Summary of third party, agent or partner involvement in teaching and learning, and proportion of delivery (if applicable):

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Summary of third party, agent or partner involvement in delivery of related higher education services (other than teaching and learning, for example library and information services or student services, if applicable):

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Copy tables to include other sites if necessary.

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