TEQSA

Provider Registration
Quick Process Guide

TEQSA's assessment process ensures successful applicants have the necessary capacity and capability to deliver a high quality education experience.

Thorough and careful consideration is given to all elements of an application.

TEQSA ensures the protection of student interests and the reputation of Australia's higher education sector through a proportionate, risk-reflective approach to quality assurance that supports diversity, innovation and excellence, in accordance with the *Higher Education Standards Framework (Threshold Standards) 2021*

Focus areas

- **Application is in the approved form** and evidence is clearly labelled.
- Evidence of a **formally constituted and accountable governing body** that is exercising competent governance oversight of all of its proposed higher education operations.
- The **Higher Education Standards are met** at the time of application.
- **Ready to commence delivery**, with the necessary processes and resources in place to be able to start delivering quality higher education within a reasonable timeframe after obtaining registration.
- Have **sufficient financial resources** to remain financially viable during the length of the registration and **apply resources to sustain the quality of the higher education offering**.
- Have **a cohesive set of policies and procedures** that cover all areas of quality assurance and are capable of being implemented.
- Has an **appropriate staffing** profile for each course of study with sufficient experience to provide academic oversight and meet the needs of students.
- **Course development and approved processes** that have been reviewed, scrutinised and implemented.
- **Academic staff are involved in scholarly activities** that inform teaching and learning.
- **All key personnel in the organisation are fit and proper persons** and do not have a history that would prevent them from being involved with a higher education operation.

For further information visit: teqsa.gov.au

Registration enquiries email: new.registration.enquiries@teqsa.gov.au

Initial registration assessment process

Preparation

Pre-submission meeting
(develop evidence: courses, business and teaching plans, policies, etc)

Submit application

Application

An initial registration application must contain:

- A registration application
- At least one course accreditation application
- Payment of Preliminary assessment fees

30 days

Preliminary assessment

Preliminary Assessment

- Applied in the appropriate provider category
- Application is in the approved form and evidence is clearly labelled
- All required supporting documentation and evidence has been provided
- Does not consider the quality of the documentation provided
- Only valid applications will progress to substantive assessment

9 months (provided no extension applies)

Substantive assessment

Post-submission meeting

Site visit

Draft findings provided

28 days

Applicant to respond to draft finding

Consideration of response

Substantive Assessment

- Application assessed against the *Higher Education Standards Framework (Threshold Standards) 2021*
- External discipline experts are engaged to provide advice on specific areas of the course accreditation application
- Site visit may be conducted
- Applicant invited to provide comment on the findings of fact before a final decision is made
- Poor quality applications or deficiencies in evidence may lead to an adverse finding
- Assessment fees are not refundable

Decision

30 days

Notification and publication of decision

- A full assessment of application is completed and an accreditation decision is made
- Successful applications will be published on the National Register
- Unsuccessful applications will be published on TEQSA's website

To consider

- To grant registration, TEQSA must be satisfied the applicant meets the Threshold Standards.
- Guidance notes on our website are a useful tool for interpreting the standards (teqsa.gov.au/guidance-notes).
- All supporting information and evidence must be submitted in full at the time of application.
- All decisions (successful and unsuccessful) are published but applicants may withdraw the application prior to a decision being made.

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