CONFIRMED TABLE OF EVIDENCE FOR CRICOS INITIAL REGISTRATON

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROVIDER NAME:** | | INSERT | | **APPLICATION NUMBER:** | ASMT00000 | | |
| **Standard** | **Minimum evidence requirements** | | **Evidentiary attachment (including URLs)**  *Please ensure that each file name clearly references the Standard it is addressing* | | | **Attached (Y/N)** |
| 1 | * A sample of marketing and promotional material for current and prospective students * Details of marketing material provided to agents * Marketing and recruitment policies and procedures * Links to information for students published on the website and on all social media accounts used for promotional purposes, including but not limited to, Facebook, Instagram and LinkedIn | |  | | |  |
| 2 | * International student handbooks * Course specific brochures - sample only * Copies of the credit and recognition of prior learning (RPL) policy and procedure * Copies of the admission policies and procedures * Copies of the policies and procedures for assessment of student qualifications, experience and English language proficiency | |  | | |  |
| 3 | * Example of a Letter of Offer and written agreement between the provider and student for a course of study * Fee refund policy and procedure | |  | | |  |
| 4 | * Agent recruitment and management policy * Example of a written agreement between the provider and education agent * An export of the current list of education agents engaged to formally represent the provider as published on the provider website and a link to where this list is on the provider website * Details of any training and development programs to be provided to agents | |  | | |  |
| 5 | * Policies and procedures for students under the age of 18, including critical incident policies and procedures * Evidence demonstrating that the suitability of accommodation for students under the age of 18 has been verified prior to the accommodation being approved * Example of agreements with any third-party provider engaged to provide welfare and/or accommodation arrangements to under 18 students * Evidence demonstrating how Commonwealth and State/Territory legislation, or other regulations regarding child welfare and protection requirements, will be met * Evidence of information to be provided to students under the age of 18 relating to emergency contacts and how to seek assistance and report on incidents of actual or alleged sexual, physical or other abuse * Policies and procedures for selecting, screening and monitoring any third parties engaged by the provider to organise and assess welfare and accommodation arrangements * Copy of the Working with Children Check register if created or relevant policy or procedure outlining how this will be monitored and maintained | |  | | |  |
| 6 | * Copy of the critical incident policy and procedure * Evidence of a culturally and age-appropriate orientation program and presentation for international students * Policies: student support, orientation, staff development, health and safety * Details of ESOS training and ongoing professional development to be undertaken by staff * Description of student services for international students, including:   + legal services,   + emergency and health services,   + academic and English language student support,   + welfare support services, and   + other student support services. | |  | | |  |
| 7 | * Policy and procedure for overseas student transfers * Example of correspondence that will be sent by the provider to the overseas student when the provider intends to refuse a transfer request | |  | | |  |
| 8 | * Policy and procedure for monitoring, recording and assessing course progress, including intervention strategy for students at risk * Where applicable, policy and procedure for monitoring and recording attendance * Example of correspondence that will be sent by the provider to the overseas student when the provider intends to report the student for unsatisfactory course progress or attendance | |  | | |  |
| 9 | * Policies and procedures for assessing, approving and recording a deferment, suspension and cancellation * Example of correspondence that will be sent by the provider to the overseas student when notifying them of providers intention to suspend or cancel the student’s enrolment * Example of correspondence that will be sent by the provider to the overseas student when notifying them that a deferral, suspension or cancellation has taken place | |  | | |  |
| 10 | * Policy and procedure for complaints and appeals * Examples of correspondence that will be sent by the provider to the overseas student when notifying them of the outcome of an internal appeal process for both favourable and adverse decisions | |  | | |  |
| 11 | * Evidence of appropriate space at the location/s:   + a current signed lease   + evidence of the location’s approval for education use (9B classification) and maximum occupancy   + floorplans indicating facilities available and dimensions of spaces   + a draft timetable showing how the requested capacity will be accommodated in the space   + evidence of security arrangements for operating hours (including extended library hours if applicable)   + evidence of any arrangements to share facilities with other provider/s   + the number of domestic students expected to attend the campus * Evidence of appropriate staff at the location/s:   + workforce plan, highlighting plans for recruitment of new staff   + number of fulltime and casual academic staff and non-academic staff, and evidence showing the number of staff will be appropriate for the projected student numbers   + current student to staff ratio * Evidence of appropriate student resources and support at the location/s:   + description of IT and library resources and facilities available * Details of any third-party arrangements for the delivery of a course or courses to overseas students * Evidence of quality assurance and monitoring arrangements between the provider and third party | |  | | |  |
|  | * *List other relevant evidence if applicable* | |  | | |  |

a