

## Registration & Accreditation Policy

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**Purpose** The purpose of this policy is to describe the The College of Limited's (College) Registration and Accreditation responsibilities as a Non-Self Accrediting Higher Education Provider, and our policies with respect to fulfilling those responsibilities.

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**Applicability** The policy applies to all Governors, Academic Board members, part-time, full-time and casual College employees and any other stakeholders in the College's delivery of Higher Education award Programs.

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**Introduction** The College is regulated (for Higher Education purposes) by the Tertiary Education Quality & Standards Agency (TEQSA). The main aspects of the regulation are:

- Registration of the institution
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) Approval
- Accreditation of the award courses
- Material changes to the accredited award courses
- Compliance Reporting

The main regulatory tools are the TEQSA Threshold Standards (incorporating the Australian Qualifications Framework (AQF)) and the Regulatory Risk Framework. The College seeks to maintain excellent relations with TEQSA via a good record of compliance and a low risk rating. A low risk rating means a low regulatory burden which both enhances the College's flexibility in the Higher Education sector and reduces compliance costs.

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**Registration** The College is currently registered as a Non-Self Accrediting Higher Education Provider (HEP). Registration is covered by the Provider Registration Standards (PRS) (within the Threshold Standards).

Pursuant to the PRS, a template is available from the TEQSA website

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<b>Procedure Owner</b>	Adrian Deans	<b>Last Updated (version)</b>	16 January 2014

(updated from time to time) which is used to apply for registration or re-registration.

The person responsible for making such applications (currently the Director, Academic Policy & Quality) needs to be aware of the deadline for application and prepare the application in advance.

As long as the application is received by TEQSA before c.o.b. on the due date, registration will continue until the new application is determined. In order to ensure submission by the due date, the Application for re-registration should be commenced 12 months before expiry of registration.

TEQSA also publish a guide to filling out the Registration template. The guide should always be consulted at every stage of completing the Registration template.

The College is next up for Registration by **31 December 2016**.

**CRICOS Approval** CRICOS Approval is necessary for HEPs wishing to accept enrolments by overseas students who will need a student visa to study in Australia.

For the meantime, TEQSA have announced that CRICOS approval will be tied to registration, and courses already approved as CRICOS courses will continue to be approved while the HEP remains registered and compliant with the CRICOS National Code. Management on behalf of the College sign an annual declaration that the College continues to comply, and contribute to an assurance fund as a further condition of Approval. The College is also required to publish prescribed information for overseas students on the website and in the PLT Handbook.

CRICOS courses must be full time face to face courses. Accordingly, only the PLT Program taught on-campus at St Leonards is approved for CRICOS purposes.

The College is next up for Approval by **31 December 2016**. Approval needs to be reconfirmed as part of the re-registration process.

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## Accreditation

In order to have a course accredited as a Higher Education award course under the AQF, an institution must first be registered as a HEP.

Once registered, an application for course accreditation is made pursuant to the Provider Course Accreditation Standards(PCAS) (within the Threshold Standards).

Pursuant to the PCAS, a template is available from the TEQSA website (updated from time to time) which is used to apply for accreditation or re-accreditation.

The person responsible for making such applications (currently the Director, Academic Policy & Quality) needs to be aware of the deadline for application and prepare the application in advance.

As long as the application is received by TEQSA before c.o.b. on the due date, accreditation will continue until the new application is determined. In order to ensure submission by the due date, the Application for re-accreditation should be commenced 12 months before expiry of registration.

TEQSA also publish a guide to filling out the Accreditation template. The guide should always be consulted at every stage of completing the Accreditation template.

The main feature of the Accreditation application is the Subject Outlines which need to articulate the curriculum in terms of course aims, learning outcomes and assessment of learning outcomes. There needs to be a clear and coherent link between course aims and learning outcomes, and learning outcomes and assessment.

## Accreditation Schedule

Applications for accreditation must be submitted by c.o.b. six months prior to the following dates of expiry:

Graduate Diploma of Legal Practice – 5 September 2020

Graduate Diploma of Family Dispute Resolution Practice – TBD

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Applied Law (Family Law) – TBD  
 Applied Law (Commercial Litigation) – TBD  
 Applied Law (In-house Practice) – 30 September 2015  
 Applied Law (Wills & Estates) – 30 September 2015

**Material Changes** The College is able to make quite substantial changes to accredited courses (including changes to curriculum) without notice to TEQSA. Material changes requiring notice are:

***Changes that may impact on provider governance and status***

These may include (but are not limited to): ownership or shareholding, legal status or control.

***Changes that may impact on good standing***

These may include (but are not limited to): incidents of alleged fraud and/or mismanagement, conviction of, or proceedings against, a member of the governing body or key personnel, allegations of research misconduct under the Australian Code for the Responsible Conduct of Research, and any other adverse allegations against a provider or involving staff of the provider.

***Changes that may impact on financial viability***

These may include (but are not limited to); appointment of an external administrator, liquidator or receiver, and/or events that may have a significant impact on a provider's ability to continue operating.

***Changes that may impact on students***

These may include (but are not limited to): a significant change of premises, changes to or issues with third party arrangements, and significant changes to TEQSA accredited courses (not courses accredited by providers with Self-Accrediting Authority) and CRICOS-registered courses including to titles of courses.

If in doubt about whether a notice is required, we should run the issue past our case manager at TEQSA for advice.

**Compliance Reporting**

The College is annually required to furnish a Provider Information Request in the approved format by the notified date (usually October/November). The Director, Academic Policy & Quality is responsible for preparing the documents but is likely to require input from MIS, Finance and HR. It is critical that this input be provided in a timely fashion as there are potentially serious consequences for missing the deadline.

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**Note:**

If there is a related Procedure that your Policy relates to please insert the name of the procedure within the document as a ["hyperlink"](#).

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