EVIDENCE CHECKLIST TO SUPPORT APPLICATION FOR ENDORSEMENT OF REGISTRATION TO ENROL FULL FEE-PAYING OVERSEAS STUDENTS.

The National Code 2018 sets out the standards for providers delivering education and training to overseas students. These standards detail the specific requirements which must all be met in order to be approved for registration on CRICOS and must continue to be met throughout the approval period.

EVIDENCE SUBMISSION

On receipt of an application for endorsement of registration to enrol full fee-paying overseas students we will provide instructions for how to upload evidence to demonstrate all criteria in the National Code 2018. The information and documentary evidence you provide will enable the Education Standards Board to assess your application against the National Code 2018.

This checklist should be submitted along with your evidence.

Applicant details	
School or organisation name	
Date application submitted	

Standard 1 – Marketing information and practices		
Criteria	Types of evidence	
1.1 – 1.5	Proposed marketing material (this may include the provider's prospectus, application forms and overseas student handbooks or information packages).	
1.1 & 1.5	Policy and procedures to support compliance with Standard 1 of the National Code 2018.	

Standard 2 – Recruitment of an overseas student		
Criteria	Types of evidence	
2.1	Information provided to overseas students of all course details and arrangements (2.1.1 – 2.1.11), including Application/Enrolment form.	
2.2	Policies and procedures for assessing the student's academic and English language proficiency.	
2.3 – 2.5	Policy and process for assessing and granting RPL &/or course credits (if applicable) and providing a record to the student in writing, including any impact on their course CoE (update in PRISMS).	

Standards 3 – Formalisation of enrolment and written agreement		
Criteria	Types of evidence	
3.1 - 3.5	Written Agreement	
3.6	Policies and procedures to support compliance with Standard 3 of the National Code 2018.	

Standard 4 – Education agents			
Criteria	Types of evidence		
4.1-4.3	Education Agent Agreement (*a Memorandum of Understanding does not meet the requirements of the ESOS Act*).		
4.4 – 4.6	Policies and procedures for monitoring the activities of education agents to ensure the requirements of Standard 4 of the National Code 2018 are met.		
Standard 5 – Younger overseas students			
Criteria	Types of evidence		
	Type of accommodation to be offered for students		
		Boarding	Homestay program through a third party organisation Name of organisation:
		School-arranged homestay program	
	For providers enrolling students under 18 years and welfare and accommodation services are approved by the provider and a CAAW letter is issued-		
For all providers-			
5.1	Evidence for 5.1 verified from the 2018 Self-Review and Verification of meeting the Standards for Registration and Review of Registration of Schools in South Australia.		
5.2	Emergency contact information for students, including contact numbers of staff members or services providers and how to seek assistance and report an incident of alleged or actual abuse.		
5.3.5	Process for updating contact details of students, parents/guardians, other responsible adults		
5.4	Process for notifying the overseas student's parent or legal guardian immediately if the school provider is no longer able to approve the student's welfare arrangements.		
5.5	Process for managing a student unable to be contacted &/or for whom there is a welfare concern.		
5.7	Policy to manage transfer of welfare arrangements for a new student enrolment currently under another welfare arrangement so that the student's welfare is maintained with no gap, including visa obligations.		
For providers offering a school-arranged homestay program-			
	Information on this homestay program and costs supplied to students/parents/guardians.		
5.3	Policies and procedures for the welfare and accommodation of all students under 18 years including sourcing, screening and monitoring accommodation arrangements and ensuring these are suitable in an ongoing capacity until the student turns 18 years.		
5.3.1	Advise Immigration of dates for accepting responsibility for the student's accommodation and welfare.		
5.3.2	Provide Working With Children Checks (or equivalent) records for adults involved in or providing accommodation &/or welfare.		
5.3.3	Documentation showing that accommodation is checked prior to being approved and at least 6 monthly thereafter.		
5.3.4, 5.3.6	Processes to manage changes to a student's arrangements, including disruption to accommodation, changes in care where CAAW is nullified, other interruptions to welfare arrangements.		
5.6	Process to ensure that a student's accommodation and welfare arrangements will continue after their course enrolment is cancelled or suspended until any of 5.6.1 – 5.6.4 apply.		
For providers offering homestay program through a third-party organisation to source homestays-			
	Information on homestay program/s on offer and costs supplied to students/parents/guardians.		
5.3	A copy of the contract with the third-party organisations.		
5.3.1	Advise Immigration of dates for accepting responsibility for the student's accommodation and welfare.		

5.3.2	Process for ensuring all third-party organisations are complying with child protection requirements, including Working With Children Checks (or equivalent) records for adults involved in or providing accommodation &/or welfare.	
5.3.3	Documentation showing that accommodation is checked prior to being approved and at least 6 monthly thereafter.	
5.3.4, 5.3.6	Processes to manage changes to a student's arrangements, including disruption to accommodation, changes in care where CAAW is reversed, other interruptions to welfare arrangements.	
5.3.7	Evidence that the school has documentation for selecting, screening and monitoring any third-party organisations they engage with.	
5.6	Evidence that third party contracts support a student's accommodation and welfare arrangements continuing if their course enrolment is cancelled or suspended until any of 5.6.1 – 5.6.4 apply.	
For providers with approved boarding facilities- **If you intend to offer boarding to overseas students:**		
	Information supplied to students/parents/guardians on the boarding options and costs.	
5.1	Policies and procedures required under child protection requirements.	
5.3.1	Advise Immigration of dates for accepting responsibility for the student's accommodation and welfare.	
5.3.2	Provide Working With Children Checks (or equivalent) records for adults involved in or providing accommodation &/or welfare for boarding students.	
5.3.4, 5.3.6	Processes to manage changes to a student's arrangements, including disruption to accommodation, changes in care where CAAW is reversed, other interruptions to welfare arrangements.	
5.6	Evidence that a student's boarding accommodation and welfare arrangements will continue if their course enrolment is cancelled or suspended until any of 5.6.1 – 5.6.4 apply.	
For schools offering boarding- **If you intend to offer a vacation homestay program to overseas students:**		
	Information supplied to students/parents/guardians on the vacation homestay program.	
5.3.2	Process for managing Working With Children Checks (or equivalent) records for adults involved in or providing vacation homestay accommodation &/or welfare.	
5.3.4	Process for managing emergency situations and critical incidents during the vacation homestay.	
5.3.7	Processes for screening, selection and monitoring of families for the vacation homestay.	
Standard 6 – Overseas student support services		
Criteria	**Types of evidence**	
6.1	Information on the overseas student orientation program.	
6.2, 6.9	Information on the pastoral care/welfare related support services available to overseas students.	
6.3 - 6.4	Information on the academic support services available to overseas students.	
6.5	Information outlining the designated staff member(s) to be the official point of contact for overseas students	
6.7	A staff orientation program in relation to the ESOS Act requirements for overseas students.	
6.8	A Critical Incident policy and associated procedure.	
Standard 7 – Overseas student transfers		
Criteria	**Types of evidence**	
7.1 - 7.7	A policy and procedure for assessing and processing transfer requests.	
7.2	Application to transfer form.	
7.4	Letter template granting the transfer request.	
7.5 - 7.6	Letter template refusing the transfer request.	

Standard 8 – Overseas student visa requirements	
Criteria	Types of evidence
8.1 - 8.7	Policies and procedures for monitoring a student's workload, attendance and course progress.
8.13	Letter template for warning/intervention of students at risk of breaching attendance and course progress requirements.
8.13.2	Letter template for intention to report breaches of course progress and attendance requirements.
Standard 9 – Deferring, suspending or cancelling the overseas student's enrolment	
Criteria	Types of evidence
9.1 - 9.6	Policy and procedure for assessing, approving and recording a deferment of the start of study, a suspension of study, as well as provider initiated suspension and cancellation of enrolment.
9.1	Application to defer and/or suspend enrolment.
9.4	Intention to suspend and/or cancel enrolment letter.
9.5	Suspension and/or cancellation of enrolment letter.
Standard 10 – Complaints and appeals	
Criteria	Types of evidence
10.1	Policy and procedure for handling complaints and appeals.
10.2	Template for recording responses and actions in relation to the student's complaint.
10.2	Complaints form.
10.2 - 10.4	Letter advising of the outcome of the internal complaints and appeal process and reason for decision made, including information about accessing the school's external complaints an appeals process (if the decision is not in favour of the student).
Standard 11 – Additional Registration requirements including notification to the Education Standards Board	
Criteria	Types of evidence
11.1 - 11.3	Policy and procedure to support compliance with Standard 11 of the National Code 2018.