



User guide: updating your delivery location

Keep your delivery location current

Accurate delivery location data is important for students to understand how and where your courses can take place.

This guide provides instructions about how to update your delivery location in [asqanet](#). The information you provide in asqanet will be reflected on training.gov.au.

You can find further information about [notifying ASQA of details changes](#) and [FAQs about reporting locations](#) on our website.

Use these links to jump to the content in this guide relevant to you:

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CRICOS

- [How to add a CRICOS delivery location](#)
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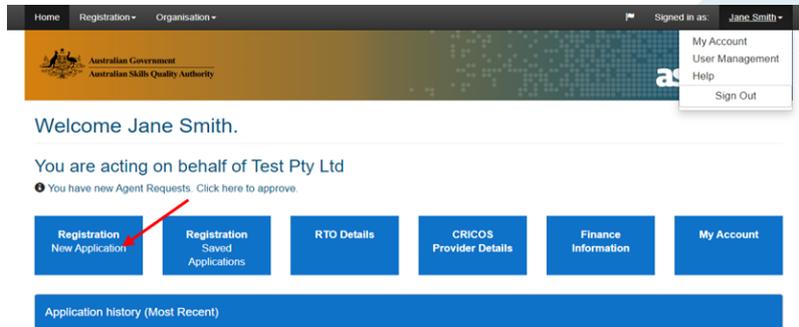
How to update your principal place of business

Please use [the form available on our website](#) to update your principal place of business. The completed form can be returned to notifications@asqa.gov.au.

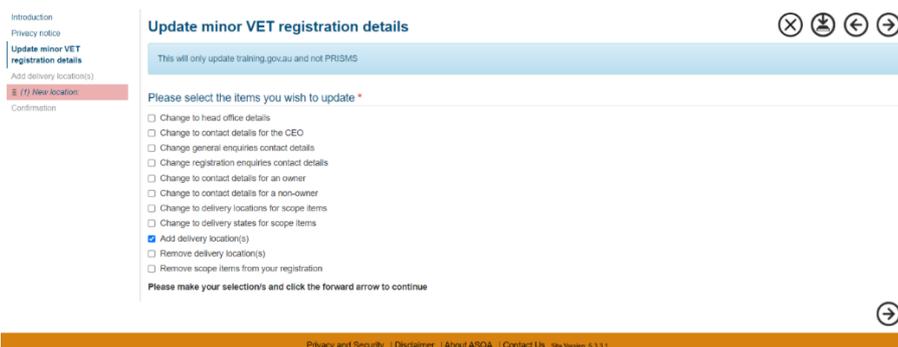
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How to add a VET delivery location

1. On the landing page of <https://asqanet.asqa.gov.au>, select **Registration (New Application)**.



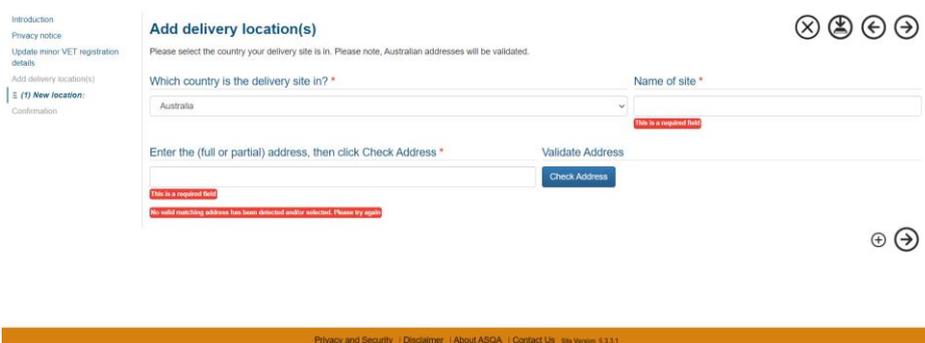
2. Select **Update minor VET details and remove scope**.
3. Select **Add delivery location(s)**.



4. Complete the relevant sections of the form, including country, name of site and the address.

For Australian addresses, please enter the (full or partial) address, click **Check Address** and select your address from the validated results in the drop-down menu.

If your address does not validate, please contact our Info Line on 1300 701 801 or email enquiries@asqa.gov.au.



5. Select the **Next Page** arrow.

6. Please upload the [declaration form](#), signed by your Chief Executive.
7. Select **Submit**.

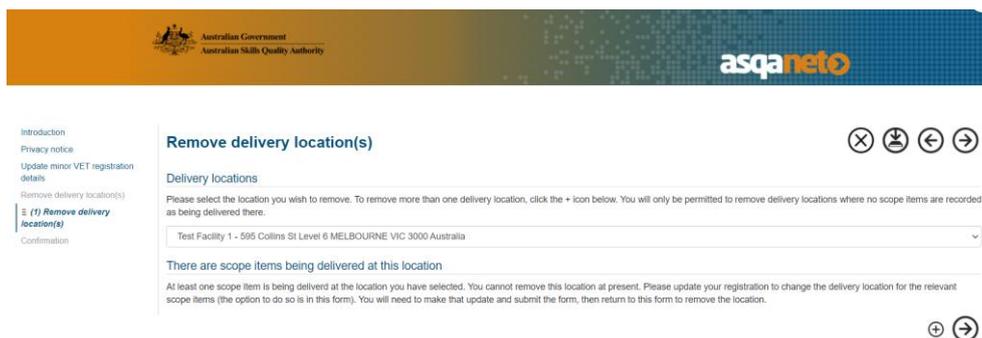
Any relevant changes will be displayed on the national register, training.gov.au, within 24-48 hours. Please note that offshore delivery locations will not appear on the national register.

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How to remove a VET delivery location

How to remove a VET delivery location:

1. On the landing page of <https://asqanet.asqa.gov.au>, select **Registration (New Application)**.
2. Select **Update minor VET details and remove scope**.
3. Select **Remove delivery location(s)**.
4. Select relevant location from the dropdown menu.



The screenshot shows the ASQA VET registration system interface. At the top, there is a header with the Australian Government logo and the text 'Australian Skills Quality Authority' and 'asqaneto'. Below the header, there is a navigation menu with options: 'Introduction', 'Privacy notice', 'Update minor VET registration details', 'Remove delivery location(s)', and 'Confirmation'. The main content area is titled 'Remove delivery location(s)' and contains the following text: 'Please select the location you wish to remove. To remove more than one delivery location, click the + icon below. You will only be permitted to remove delivery locations where no scope items are recorded as being delivered there.' Below this text is a dropdown menu with the selected location 'Test Facility 1 - 595 Collins St Level 6 MELBOURNE VIC 3000 Australia'. Below the dropdown menu, there is a section titled 'There are scope items being delivered at this location' with the following text: 'At least one scope item is being delivered at the location you have selected. You cannot remove this location at present. Please update your registration to change the delivery location for the relevant scope items (the option to do so is in this form). You will need to make that update and submit the form, then return to this form to remove the location.'

Please note, you must ensure you have first removed any scope items being delivered at the selected location. If scope items are currently being delivered at this site, you will be unable to remove it.

Please update your registration to change the delivery location for the relevant scope items via a minor change form. You will need to select **Change to delivery locations for scope items**, making sure to 'untick' the site and submit the form. You may then return to remove the location, following the above steps.

If you wish to remove your only VET delivery location, or have any questions, please contact our Info Line on 1300 701 801 or email enquiries@asqa.gov.au.

5. Select the **Next Page arrow**.
6. Please upload the [declaration form](#), signed by your Chief Executive.
7. Select **Submit**.

Any relevant changes will be displayed on the national register, training.gov.au, within 24-48 hours.

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How to notify ASQA of offshore delivery

1. On the landing page of <https://asqanet.asqa.gov.au>, select **Registration (New Application)**.
2. Select **Update minor VET details and remove scope**.
3. Select **Change to delivery states for scope items**.
4. Select relevant scope items from the dropdown.

The screenshot shows the 'Change to delivery states for scope items' form in the ASQA portal. The form includes a navigation menu on the left with options like 'Introduction', 'Privacy notice', 'Update minor VET registration details', 'Change to delivery states for scope items', and 'Confirmation'. The main content area has a title 'Change to delivery states for scope items' and a 'Select scope item' dropdown menu. Below this, there are checkboxes for 'Select all delivery states', 'Domestic Online (all states)', and individual states: ACT, NSW, NT, QLD, SA, TAS, VIC, WA. There are also checkboxes for 'Offshore Online' and 'Offshore'. A section titled 'Existing Delivery Sites for Scope Item' contains a text input field. Below that, there is a checkbox for 'Update Delivery Sites' and a section for 'Add New Delivery Site' with a note: 'If the delivery site you want is not listed you will need to complete the Add Delivery Location section this form, "Update Minor VET Details" to add a permanent delivery location. You will need to submit the form and start a new one to add that delivery location to a scope item. Click the "+" button below to change the Delivery States or Delivery Locations for another scope item.' Navigation icons for back, forward, and search are visible at the top right and bottom right of the form area.

5. Select **Offshore** and/or **Offshore Online**.

If you have selected **Offshore** and have a permanent delivery location, please also complete the steps at the start of this guide under **how to add a VET delivery location**.

For multiple scope items, please select the + button at the bottom of the page.

6. Select the **Next Page arrow**.
7. Please upload the [declaration form](#), signed by your Chief Executive.
8. Select **Submit**.

Although the asqanet portal allows you to advise us of offshore delivery, it does not allow for the inclusion of the countries you are delivering in. After you have completed the above steps, please contact our Info Line on 1300 701 801 or email enquiries@asqa.gov.au, who will advise you how to report the specific countries.

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How to notify ASQA of domestic online delivery

1. On the landing page of <https://asqanet.asqa.gov.au>, select **Registration (New Application)**.
2. Select **Update minor VET details and remove scope**.
3. Select **Change to delivery states for scope items**.
4. Select relevant scope item from the dropdown.
5. Select **Domestic Online (all states)**.
For multiple scope items, please select the + button at the bottom of the page.
6. Select the **Next Page arrow**.
7. Please upload the [declaration form](#), signed by your Chief Executive.
8. Select **Submit**.

Any relevant changes will be displayed on the national register, training.gov.au, in the following 24-48 hours.

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How to add a CRICOS delivery location

1. On the landing page of <https://asqanet.asqa.gov.au>, select **Registration (New Application)**.
2. Select **Application to change CRICOS registration**.
3. Select **Add permanent delivery site/s**.

Reason for application * ?

- Increase or reduce student capacity
- Add permanent delivery site/s
- Remove existing delivery site/s
- Remove qualifications, courses or units from your scope of CRICOS delivery
- Change to delivery locations for scope items
- Amend details for approved qualifications and accredited courses

Please make your selection/s and click the forward arrow to continue

4. Enter the (full or partial) address, then click **Check Address**.
If your address does not validate, please contact our Info Line on 1300 701 801 or email enquiries@asqa.gov.au.

5. Complete the relevant details and upload any relevant supporting documentation.

Add a new delivery site



Add a proposed new delivery site for international students

An entry must be completed for every location to be used as a permanent training site.

Please note: If the new delivery site is to become the main site you must complete a Notification of change of provider details form.

To add more new sites click the + icon at the bottom of the page.

Enter the (full or partial) address, then click Check Address *

Validate Address *

Check Address

Select your address from the validated results in the drop down menu below. *

Enter a name for your delivery site *

Your site name and address

- 595 Collins St MELBOURNE VIC 3000

This is a required field

Do you own these premises? *

Yes No

This is a required field

If leased, what is the expiry date of the current lease?

Not answered

Do you have the required occupancy approval? *

Yes No

This is a required field

Evidence of approval for occupancy ?

Upload New

6. Select the **Next Page arrow**.

7. Please upload the [declaration form](#), signed by your Principal Executive Officer, and complete the User declaration.

8. You will then be taken to the **Payment summary** page.

In line with our current [fee relief measures](#), the fees for change of CRICOS registration applications have been waived from 1 January 2020 to 31 December 2021. Payment is not required for your application.

9. Select **Submit**.

Upon approval, your new CRICOS delivery location will be added to PRISMS. Information regarding [how your application will be processed](#) is available on our website.

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How to remove a CRICOS delivery location

1. On the landing page of <https://asqanet.asqa.gov.au>, select **Registration (New Application)**.
2. Select **Application to change CRICOS registration**.
3. Select **Remove existing delivery site/s**.
4. Select relevant location from the dropdown.

Please note, you must first remove any scope items being delivered at the selected location. If scope items are currently being delivered at this site, you will be unable to remove it.

Please update your registration to change the delivery location for the relevant scope items via an **Application to change CRICOS registration**. You will need to select **Change to delivery locations for scope items**, making sure to 'untick' the site, and submit the form. Once you receive notification of approval, you will be able to lodge another application to then remove the delivery site following the above steps.

5. Select the **Next Page arrow**.
6. Please upload the [declaration form](#), signed by your Principal Executive Officer, and complete the User declaration.
7. Select **Submit**.

Upon approval, your CRICOS delivery location will be removed from PRISMS. Information regarding [how your application will be processed](#) is available on our website.

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