

# Cost Recovery Implementation Statement

Policy

Version - FINAL | November 2021



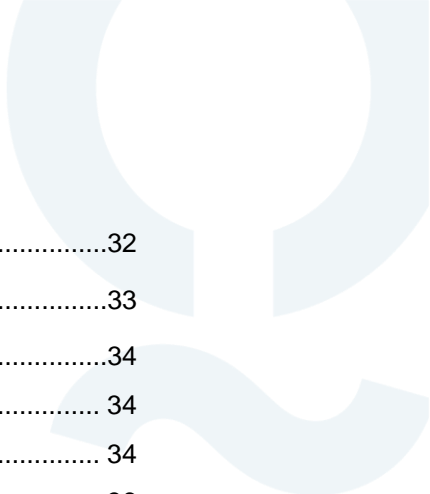
Australian Government  
Australian Skills Quality Authority

ASQA

(Working together)

# Contents

1. Introduction .....	1
1.1. Purpose of this document.....	1
1.2 ASQA's cost recovery activity.....	2
2. Policy and statutory authority to cost recover.....	4
2.1 Government policy approval to cost recover .....	4
2.2 Statutory authority to charge .....	5
2.2.1 Authority under the NVR Act .....	5
2.2.2 Authority as an ESOS agency under the ESOS Act .....	5
2.2.3 Authority under the Charges Act .....	6
3. Cost recovery model .....	7
3.1 Cost recovery methodology .....	7
3.1.1 ASQA's functions.....	9
3.1.2 Regulatory outputs – overview .....	10
3.1.3 Regulatory outputs – associated revenue and business processes .....	11
3.2.1 Costs of RTO regulation .....	15
3.2.2 Costs of CRICOS regulation.....	17
3.2.3 Costs of accredited course registration .....	19
3.3 Design of cost recovery charges.....	20
3.3.1 Are there changes to ASQA's fees and charges resulting from this CRIS? .....	20
3.3.2 Partial cost recovery .....	20
3.3.2 Cost recovery – RTO application-based outputs.....	22
3.3.3 Cost recovery – CRICOS application-based outputs .....	23
3.4 Cost recovery – accredited course application-based outputs.....	24
3.3.5 Cost recovery – RTO non-application-based outputs .....	25
3.3.6 Annual registration charge – RTOs .....	25
3.3.8 Example fee calculation.....	28
4. Risk assessment .....	28
5. Stakeholder engagement .....	29
6. Portfolio Budget Statement targets .....	30
7. Financial performance .....	31
8. Non-financial performance overview of 2020-21 .....	31



9. Key forward dates and events .....	32
10. CRIS approval and change register .....	33
11. Schedule of fees and charges .....	34
Schedule A: Fees and Charges .....	34
11.1. NVR registered training organisation fees .....	34
11.2. CRICOS fees .....	36
11.3. VET course accreditation fees .....	39
11.4. Annual registration charge .....	42
11.5. Audit charges .....	43
11.6. Reviews.....	44
Schedule B: Matters relating to the payment of the fees and charges listed in Schedule A.....	45
Appendix 1. Definitions.....	48
Appendix 2. Review and document control .....	50

# 1. Introduction

## 1.1. Purpose of this document

This Cost Recovery Implementation Statement (CRIS) provides information on how the Australian Skills Quality Authority (ASQA) implements cost recovery arrangements for regulation of the vocational education and training (VET) sector in accordance with the Australian Government Charging Framework. The CRIS reports financial and non-financial performance information for ASQA and contains financial forecasts for 2021-22.

Consistent with the Australian Government Cost Recovery Guidelines, we are required to amend our CRIS to reflect changes to the cost recovery model and update financial and non-financial performance information.

ASQA was scheduled to move to full cost recovery from 1 July 2020, however, as part of the Australian Government's response to the COVID-19 pandemic the implementation date for full cost recovery was extended to 1 July 2022 for VET providers. To provide support to the international student sector, ELICOS-providers were additional support with fee relief until 31 December 2022.

This CRIS reflects:

- changes made to the cost recovery model to improve its alignment to our regulatory operating model
- consultation with external stakeholders over the past 18 months including our response to recommendations of the Rapid Review of ASQA's Regulatory Practices and Processes (Rapid Review) which the Australian Government accepted in 2020
- the Australian Government's decision to continue to waive the majority of ASQA's fees and charges until 31 December 2021 to support providers impacted by COVID-19 and encourage providers to refocus their business models on Australian students and expand online and offshore course offerings
- ASQA's financial and non-financial performance in 2020-21.

A document to reflect upcoming arrangements for 1 July 2022 will be released for consultation later in 2021 and will:

- address implementation of the Australian Government's decision that ASQA transition to full cost recovery
- set out how we will continue to work closely with external stakeholders throughout 2022-25 to continue to improve our regulatory operating model.
- show how we better utilise our cost recovery model as a regulatory tool and business tool for providers to reduce regulatory burden on high performing providers and course owners while focusing regulatory attention on those providers and course owners considered high risk
- provide financial forecasts for 2022-25.

All fees and charges referred to in the CRIS are detailed in the [Guide to ASQA fees and charges | Australian Skills Quality Authority \(ASQA\)](#)

## 1.2 ASQA's cost recovery activity

ASQA has a single cost recovery activity—the regulation of the VET sector. To meet the demands of regulating the VET sector, we require skilled staff and sufficient technical resources to enable high levels of procedural rigour. We recover costs associated with regulating the VET through fees and charges on 3 key groups (and applicants seeking to join these groups):

- registered training organisations (RTOs)
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) providers – including those that deliver English Language Intensive Courses for Overseas Students (ELICOS), where the relevant ESOS Agency is the National VET Regulator – the fees and charges in this CRIS (and under the NVETR Act) apply to NVR-regulated CRICOS providers
- VET accredited course owners.

Our objectives, as described in the [National Vocational Education and Training Regulator Act 2011](#) (the NVR Act), are:

- to provide for national consistency in the regulation of VET
- to regulate VET using:
  - a standards-based quality framework
  - risk assessments, where appropriate
- to protect and enhance:
  - quality, flexibility and innovation in VET
  - Australia's reputation for VET nationally and internationally
- to provide a regulatory framework that encourages and promotes a VET system that is appropriate to meet Australia's social and economic needs for a highly educated and skilled population
- to protect students undertaking, or proposing to undertake, Australian VET by ensuring the provision of quality VET
- to facilitate access to accurate information relating to the quality of VET.

The Education, Skills and Employment Portfolio Budget Statements 2021-22 define ASQA's performance outcomes as follows:

**Outcome 1 – Through our regulation and partnership with stakeholders, ensure quality vocational education and training so that students, employers, the community and governments have confidence in the integrity of national qualifications issued by training providers**

### **Program 1.1 – Regulation**

- Delivery** The regulatory mechanisms through which Program 1.1 is delivered are:
- education, communication and engagement with provider entities to support continuous improvement of quality outcomes
  - promoting provider culture and systems for self-assurance of quality outcomes and compliance to build the capacity of VET providers
  - analysis of data, intelligence and information, to identify and respond to higher concentrations of risk
  - monitoring provider performance against applicable standards and obligations
  - proportionate management of non-compliance and enforcement activities
  - accrediting national courses to meet statutory requirements
  - partnering with stakeholders to improve the impact and effectiveness of our regulatory activities
  - publication of information about our regulatory functions, and outputs
  - engagement with stakeholders to support continuous improvement and broader reform of the VET sector.

**Performance information**

**Year      Key performance indicators**

**2021-22** ASQA delivers improved provider self-assurance capability and continuous quality improvement.

ASQA regulation is best practice, integrated, risk-based, data driven and proportionate.

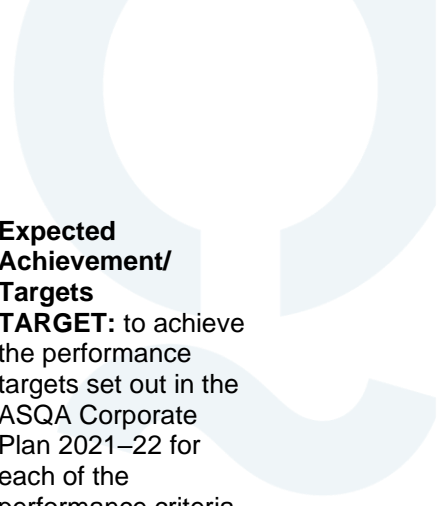
ASQA is transparent in the performance of its regulatory functions and its responsibilities as a regulator, including compliance with the Standards for VET Regulators 2015.

ASQA’s engagement and partnerships provide clarity of the role of the national regulator and improve regulatory impact.

ASQA is efficient, effective and continuously improves.

ASQA publishes information about the performance of the sector to support transparency and accountability.

**Expected Achievement/ Targets**  
**TARGET:** to achieve the performance targets set out in the ASQA Corporate Plan 2021–22 for each of the performance criteria.



## 2. Policy and statutory authority to cost recover

### 2.1 Government policy approval to cost recover

#### 2009

In December 2009, the Council of Australian Governments (COAG) agreed to ASQA's establishment as a cost recovery agency and announced that we would, over a period of years, move from partial to full cost recovery. On 1 July 2011 ASQA was established by the enactment of the NVR Act and supplementary legislation. In the 2015-16 Portfolio Additional Estimates Statements, the Australian Government confirmed our continued operation as a partial cost recovery entity.

#### 2015

In April 2015, the Australian Government agreed to implement a whole-of-government charging framework, the AGCF, to apply across the general government sector. The AGCF incorporates the Australian Government Cost Recovery Guidelines (the AGCRG). The framework provides that where an individual or organisation creates the demand for a government activity, they should generally be charged for it, unless the Government has decided to fund the activity.

#### 2018

The Australian Government Budget 2018–19 announced that we would transition from partial cost recovery to full cost recovery by 2020–21.

#### 2020

In 2020, in response to the COVID-19 pandemic, the Government paused the majority of our fees and charges to support providers impacted by COVID-19 to 1 July 2021.

#### 2021

In March 2021 the implementation date for full cost recovery was extended by another 6 months to 1 January 2022. In November 2021, this date was extended by another 6 months to 1 July 2022 for VET providers. ELICOS-only providers were given additional support with fee relief for the duration of 2022, until 31 December 2022.

#### During our transition period

During the transition to full cost recovery on 1 July 2022, we will continue to engage in public consultation with all VET sector stakeholders about how we will implement the Government policy that ASQA moves to full cost recovery.

We will detail the proposed changes, the rationale and anticipated cost-recovery outcomes of the proposal and provide all stakeholders with the opportunity to provide input and feedback.

We recover costs by imposing fees and charges on providers for various tasks we perform as part of regulating the VET sector. ASQA receives budget appropriations from the Australian Government, and cost recovery revenue is returned to the Australian Government's Consolidated Revenue Fund to offset budget funding.

## 2.2 Statutory authority to charge

### 2.2.1 Authority under the NVR Act

ASQA has the authority to impose fees if the amount of the fee is determined by the Minister in accordance with Section 232 of [the NVR Act](#).

Table 1 lists the sections of the NVR Act that include information about fees that can be applied by ASQA, and how they can be applied.

**Table 1: Authority to impose fees under the NVR Act**

Fee type	References in the NVR Act
RTO registration fees	Paragraph 16(3)(b) Subsection 17(4) Subsection 31(2) Paragraph 32(2)(b)
Course accreditation fees	Paragraph 43(2)(b) Subsection 50(2) Subparagraph 51(3)(b)(ii) Subparagraph 52(4)(b)(ii)
Other fees	Paragraph 41(4)(b) Paragraph 200(3)(c) Subsections 232(1)

### 2.2.2 Authority as an ESOS agency under the ESOS Act

In performing functions under other legislation, we recover costs from CRICOS providers through fees and charges where the National VET Regulator is the relevant ESOS Agency.

This authority is derived from paragraph 157(1)(q) of [the NVR Act](#), which identifies the activities that are conferred on the National VET Regulator by or under the [Education Services for Overseas Students Act 2000 \(the ESOS Act\)](#), in conjunction with s232 and 232A of the Act.

In addition, from 31 December 2022, paragraphs 11(g)(ia) and 11(g)(ib) of the ESOS Act will specifically require CRICOS providers to pay the annual registration charge imposed by section 6A of the National Vocational Education and Training Regulator (Charges) Act 2012 (which derives its authority from 232A of the NVR Act) and any fee determined under s232 of the NVR Act.

On 1 July 2012, ASQA became the ESOS delegate for registration and enforcement activities.

On 1 July 2016, ASQA became an ESOS agency in its own right for some providers.

CRICOS providers are registered under the ESOS Act. We are the ESOS agency for CRICOS providers such as:

- RTOs providing VET courses to overseas students who are studying in Australia on student visas
- other organisations providing ELICOS.

ASQA's CRICOS-related fees and charges are distinct from other CRICOS-related charges administered by the Department of Education, Skills and Employment (DESE).

### 2.2.3 Authority under the Charges Act

ASQA's authority to impose charges is provided in section 232A of the NVR Act and sections 6A–12 of the [National Vocational Education and Training Regulator \(Charges\) Act 2012 \(the Charges Act\)](#).

Table 2 lists the sections of the Charges Act that include information about charges that can be applied by ASQA, and how they can be applied.

**Table 2: Authority to impose charges under the Charges Act**

Charge type	References in the Charges Act
National VET Regulator Annual Registration Charge	Section 6A
Compliance audit <b>(NOTE that under the changes to ASQA's regulatory operating model implemented from 6 April 2021, compliance audits are also known as performance assessments)</b>	Section 7
Charge for the investigation of a complaint about an NVR registered training organisation	Section 10

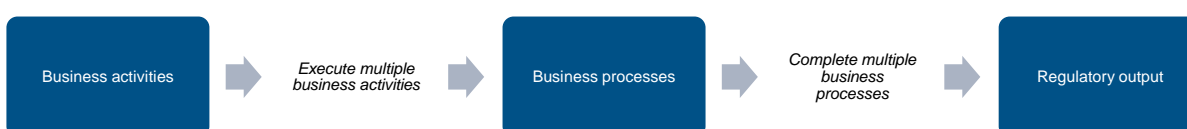
### 3. Cost recovery model

Our cost recovery model as referenced in this CRIS remains substantially unchanged. In line with Australian Government policy, we continue to recover 60% of our regulatory operating costs noting the Australian Government's current decision to waive the majority of ASQA's fees and charges.

#### 3.1 Cost recovery methodology

Delivery of each of our **regulatory outputs** requires the completion of several **business processes**. The completion of any given business process also requires the execution of several **business activities**. This relationship is illustrated by Figure 1.

**Figure 1: Delivery of regulatory outputs—via business processes, via business activities**



There are 2 key cost drivers for our regulatory actions:

1. the **resources** needed to conduct any given business activity, and therefore to complete any given business process
2. the **number of times** any given business process is completed in a financial year.

ASQA's costing model defines resources as: time, number of staff, and classification of staff.

The model calculates the resources needed to complete each business activity; and therefore, each business process; and ultimately the cost of delivering each regulatory output.

To ensure the transparency and ongoing accuracy of cost calculations, we maintain an evidence base that provides up-to-date measures of the 2 key cost drivers. This evidence base is regularly tested and validated by internal data collection exercises, which detect any upward or downward variations in the key cost drivers.

The model can accurately forecast operational costs under an assumption of business-as-usual conditions. It is also flexible and can be adapted to changed business conditions—for example, when market activity events cause a variation in either of the 2 key cost drivers.

Figure 2 illustrates the methodology used to allocate costs to a regulatory output.

**Figure 2: Cost allocation methodology**



**NOTES:**

**Direct costs** are the costs for staff directly involved in the business processes associated with regulatory outputs (e.g. auditors, application processing staff). This includes employee and supplier costs associated with these staff, such as travel, office supplies, and outsourced IT and payroll expenses. Direct costs are allocated by the amount of time staff spends directly on the associated outputs.

Indirect costs are the costs for staff whose work supports the staff who are classified as 'direct costs'. This includes employee and supplier costs associated with this work. Indirect costs are allocated to direct staff on a per-head basis. Employee costs include salaries, superannuation, allowances and provisions.

**Supplier costs** are calculated as a part of direct and indirect costs. These include travel, training and development, telecommunications and IT support, legal, property, consultant and contractor expenses.

**Capital costs** are the initial cost of an asset and are not included in ASQA's cost recovery. However, **depreciation** of assets is included as indirect costs, to recognise the use of assets owned by ASQA in the performance of its tasks. Assets include those purchased and those generated through internal staff effort (e.g. ASQA's online regulatory management system, asqanet).

### 3.1.1 ASQA's functions

There are 2 categories of functions: **Regulatory** and **Regulatory support**. Both are essential to the efficient and effective operation of our role as regulator.

All resources involved in **Regulatory support functions** are currently included as indirect costs. Completion of these functions is necessary for us to complete the business processes involved in day-to-day operation as a government agency. They include the general functions that are common to any organisation of similar size and complexity, and they provide the operational foundation that enables us to conduct its specific regulatory functions.

All resources involved in the completion of **Regulatory functions** are included as direct costs. Completion of these functions is necessary for us to complete the business processes that lead directly to the delivery of regulatory outputs.

Figure 3 summarises our functions under both categories: regulatory and enabling.

**Figure 3: ASQA functions**

Regulatory functions					
Registration	Assessment	Compliance	Course accreditation	Review of decisions	
Risk intelligence and assessment	External education	Legal services	Strategic reviews	Info Line	Stakeholder engagement

Regulatory support functions				
IT and information management	Human resources	Property and facilities management	Procurement and contract management	Planning & performance
Risk assurance and compliance	Data analysis and reporting	Regulatory policy	Office of the Chief Executive Officer	Internal education and training

Table 3 summarises the estimated costs of each of our functions for 2021-22. The total estimated cost is \$42.2m.

**Table 3: Estimated costs 2021-22 by ASQA function**

Regulatory functions	Regulatory functions (direct costs) \$'000	Regulatory support functions	Regulatory support functions (indirect costs) \$'000
Registration	1,720	IT and information management	7,392
Assessment	3,989	People & capability	1,912
Compliance	2,324	Finance & facilities	1,985
Course accreditation	803	Property services	4,558
Review of decisions	446	Planning & performance	624
Risk intelligence and assessment	2,916	Risk assurance and compliance	372
External education	168	Data, analysis and reporting	1,303
Legal services	4,561	Regulatory policy	202
Strategic reviews	356	Office of the Chief Executive Officer	3,143
Info Line	1,699	Education and Engagement	871
Stakeholder engagement	826	Other	
<b>Total</b>	<b>19,808</b>	<b>Total</b>	<b>22,362</b>

The total annual cost of our regulatory functions is \$19.8m (47 % of the total annual cost of regulation). The total annual cost of our enabling functions is \$22m (53 % of the total annual cost of regulation). This reflects the continued importance of digital information management and reporting for focussing regulatory effort.

### 3.1.2 Regulatory outputs – overview

Regulatory outputs are divided into 2 categories:

- 1. application-based** (which are initiated by a provider or course owner applying to ASQA)
- 2. non-application-based** (which are initiated by ASQA when the need for action is identified under our regulatory risk framework).

Figure 4 lists our application-based outputs. These outputs include applications once a decision is made and the applicant seeks a further review.

**Figure 4: ASQA's application-based outputs**

Application-based outputs		
Initial registration of NVR RTO's	Initial registration of CRICOS providers	Initial accreditation of VET courses
Renewal of NVR RTO provider registration	Renewal of CRICOS provider registration	Renewal of VET course accreditation
Amendment to the registration of NVR RTO's	Amendment to the registration of CRICOS providers	Amendment to VET accredited course (minor & major)
Evidence reviews	Evidence reviews	Cancellation of VET course accreditation

Figure 5 lists our non-application-based outputs, which are recovered through hourly charges and annual registration charges.

**Figure 5: ASQA’s non-application-based outputs**

Non-application-based outputs		
Compliance audits	Investigations & enforcement	Education & awareness
Regulatory reporting	Info Line	Industry engagement
Stakeholder management	Delegations	Legal review of decisions (AAT)

### 3.1.3 Regulatory outputs – associated revenue and business processes

Table 3 provides more detail on application-based outputs including the:

- fees (i.e. revenue) associated with each output
- business processes used to deliver each output
- metrics used to measure each output’s contribution toward achieving policy outcomes.

**Table 3: Application-based outputs—with associated revenue, business processes and metrics, 2018–19**

Output	Associated revenue	Business processes	Metric
Initial registration of NVR RTOs	NVR – Initial application lodgement fee	<ul style="list-style-type: none"> <li>• Completeness check</li> <li>• Triage/decision</li> <li>• Finalisation</li> </ul>	Number of initial applications received per year
	NVR – Initial application assessment fee	<ul style="list-style-type: none"> <li>• Audit planning</li> <li>• Travel/scheduling</li> <li>• Analyse and report</li> <li>• Conduct audit</li> <li>• Draft recommendations/report</li> <li>• Delegate signoff</li> </ul>	Number of initial applications received per year *referral to audit rate
Changes to NVR RTO registrations	NVR – Change of scope application	<ul style="list-style-type: none"> <li>• Completeness check</li> <li>• Triage/decision</li> <li>• Assessment</li> <li>• Finalisation</li> </ul>	Number of change applications received per year
Renewal of NVR RTO registrations	Renewal application lodgement fee	<ul style="list-style-type: none"> <li>• Completeness check</li> <li>• Triage/decision</li> <li>• Assessment</li> <li>• Finalisation</li> </ul>	Number of renewal applications received per year
Initial registration of CRICOS providers	CRICOS – Initial application lodgement fee	<ul style="list-style-type: none"> <li>• Completeness check</li> <li>• Triage/decision</li> <li>• Finalisation</li> </ul>	Number of initial applications received per year
	CRICOS – Initial application assessment fee	<ul style="list-style-type: none"> <li>• Audit planning</li> <li>• Travel/scheduling</li> <li>• Analyse and report</li> <li>• Conduct audit</li> <li>• Draft recommendations/report</li> <li>• Delegate signoff</li> </ul>	Number of initial applications received per year *referral to audit rate
Changes to CRICOS provider registrations	CRICOS– Change of scope application	<ul style="list-style-type: none"> <li>• Completeness check</li> <li>• Triage/decision</li> <li>• Assessment</li> <li>• Finalisation</li> </ul>	Number of change applications received per year
Renewal of CRICOS provider registrations	CRICOS renewal application lodgement fee	<ul style="list-style-type: none"> <li>• Completeness check</li> <li>• Triage/decision</li> <li>• Assessment</li> </ul>	Number of renewal applications received per year

		<ul style="list-style-type: none"> <li>Finalisation</li> </ul>	
Initial accreditation of VET courses	Course accreditation application lodgement fee	<ul style="list-style-type: none"> <li>Completeness check</li> <li>Assessment</li> </ul>	Number of applications received per year
	Course accreditation application assessment fee	<ul style="list-style-type: none"> <li>Preliminary research and review</li> <li>Initial evaluation and report writing</li> <li>Evaluation and report writing</li> <li>Draft decision record</li> <li>Consider decision and advice</li> </ul>	Number of initial applications received per year
Minor amendments to VET accredited courses	Application to amend a VET accredited course - minor	<ul style="list-style-type: none"> <li>Completeness check and send out notice</li> </ul>	Number of change applications received per year
Major amendments to VET accredited courses	Application to amend a VET accredited course - major	<ul style="list-style-type: none"> <li>Completeness check and send out notice</li> </ul>	Number of change applications received per year
Renewal of VET course accreditation	Course renewal application lodgement fee	<ul style="list-style-type: none"> <li>Completeness check</li> <li>Assessment</li> </ul>	Number of renewal applications received per year
	Course renewal application assessment fee	<ul style="list-style-type: none"> <li>Preliminary research and review</li> <li>Initial evaluation and report writing</li> <li>Evaluation and report writing</li> <li>Draft decision record</li> <li>Consider decision and advice</li> </ul>	Number of renewal applications received per year
Evidence review	Evidence review – Reconsideration application	<ul style="list-style-type: none"> <li>Conduct evidence review</li> <li>Draft recommendations/report</li> <li>Delegate signoff</li> </ul>	Number of reconsideration/reassessment applications received per year
	Evidence review – Reassessment application	<ul style="list-style-type: none"> <li>Conduct evidence review</li> <li>Draft recommendations/report</li> <li>Delegate signoff</li> </ul>	Number of reconsideration/reassessment applications received per year

Table 4 provides more detail on non-application-based outputs including the:

- charges (i.e. revenue) associated with each output
- business processes used to deliver each output
- metrics used to measure each output's contribution toward achieving policy outcomes.

**Table 4: Non-application-based outputs—with associated revenue, business processes and metrics, 2018–19**

Output	Associated revenue	Business processes	Metric
Compliance audits	Compliance audit charge	<ul style="list-style-type: none"> <li>• Audit planning</li> <li>• Travel/scheduling</li> <li>• Analyses and report</li> <li>• Conduct audit</li> <li>• Draft recommendations/report</li> <li>• Delegate signoff</li> </ul>	Average hours taken to complete audit
Complaint investigations	Complaint investigation charge	<ul style="list-style-type: none"> <li>• Review complain and request evidence</li> <li>• Conduct complaint evidence analysis and report</li> <li>• Review and report</li> <li>• Delegate signoff</li> <li>• Finalise and close a complaint</li> </ul>	Average hours taken to complete a complain investigation
Annual registration - NVR RTOs	RTO component of annual registration charge  (four charge brackets based on number of qualifications: 0–4, 5–10, 11–60, 61 or more)	<ul style="list-style-type: none"> <li>• Investigation and enforcement</li> <li>• Education and awareness</li> <li>• Info line</li> <li>• Industry engagement</li> <li>• Stakeholder management</li> <li>• Delegations</li> </ul>	Number of qualifications on scope annually on 1 July
Annual registration - relevant CRICOS providers	CRICOS component of Annual Registration Charge  (four charge brackets based on number of qualifications: 0–2, 3–4, 5–50, 51 or more)	<ul style="list-style-type: none"> <li>• Investigation and enforcement</li> <li>• Education and awareness</li> <li>• Info line</li> <li>• Industry engagement</li> <li>• Stakeholder management</li> <li>• Delegations</li> </ul>	Number of qualifications on scope annually on 1 July
Budget funded	Appropriation	<ul style="list-style-type: none"> <li>• Strategic reviews</li> <li>• Legal review of decision (AAT)</li> </ul>	NA

## 3.2 Breakdown of 2021–22 cost estimates

Table 5 summarises the estimated costs of ASQA’s regulatory activity, broken down by subject area of the regulatory activity (i.e. RTOs, CRICOS providers, course accreditation).

**Table 5: Estimated costs of ASQA regulatory activity, 2021–22 summary view**

	Cost Type	Direct costs \$'000	Indirect costs \$'000	Total costs \$'000
RTOs	Application-based outputs	3,860	3,815	7,675
	Non-application-based outputs	11,261	13,384	24,645
<b>RTO total</b>		<b>15,121</b>	<b>17,199</b>	<b>32,321</b>
CRICOS providers	Application-based outputs	1,604	1,953	3,557
	Non-application-based outputs	2,074	2,342	4,416
<b>CRICOS total</b>		<b>3,677</b>	<b>4,295</b>	<b>7,973</b>
Course accreditation	Application-based outputs	800	619	1,419
	Non-application-based outputs	210	248	458
<b>Course accreditation total</b>		<b>1,010</b>	<b>868</b>	<b>1,877</b>
<b>Total</b>		<b>19,808</b>	<b>22,362</b>	<b>42,171</b>

ASQA has continued to allocate costs proportionately between RTOs, CRICOS providers, and course accreditation, the estimated total annual cost of ASQA’s regulatory activity is:

- 80% on regulation of RTO;
- 16% on regulation of CRICOS; and
- 4% on regulation of course accreditation.

Historically, the higher proportion of costs allocated to regulation of RTOs is attributable to the:

- higher number of RTOs, compared to CRICOS providers
- higher number of regulatory activities performed by ASQA in relation to RTOs, compared to CRICOS providers and compared to course accreditation
- lower cost of assessment-based regulatory activity for course accreditation, compared to audit-based regulatory activity for RTOs and CRICOS providers.

We are modelling future allocations between NVR RTOs and CRICOS providers to maintain a fair and equitable distribution of costs and will consult further on this in the lead up to anticipated changes to fees and charges.

### 3.2.1 Costs of RTO regulation

Table 7.1 shows the estimated costs of delivering application-based regulatory outputs for RTOs, and the related business processes for each of these outputs.

**Table 7.1: Estimated costs of RTO application-based regulatory outputs, 2021-22**

Regulatory output	Business process	Direct costs \$'000	Indirect costs \$'000	Total costs \$'000
Initial registration of NVR RTOs	Completeness check	32	50	82
	Triage/decision	2	3	5
	Assessment	867	287	1,154
	Finalisation	9	10	19
<b>Subtotal</b>		<b>910</b>	<b>350</b>	<b>1,260</b>
Renewal of NVR RTO registrations	Completeness check	13	20	33
	Triage/decision	8	13	22
	Assessment	190	293	483
	Finalisation	65	71	136
<b>Subtotal</b>		<b>276</b>	<b>397</b>	<b>674</b>
Changes to NVR RTO registrations	Completeness check	47	27	75
	Triage/decision	135	3	138
	Assessment	1,568	2,140	3,708
	Finalisation	522	483	1,005
<b>Subtotal</b>		<b>2,273</b>	<b>2,652</b>	<b>4,926</b>
Evidence reviews	Conduct evidence review	134	178	313
	Draft recommendations/report	243	210	453
	Delegate signoff	23	26	50
<b>Subtotal</b>		<b>401</b>	<b>415</b>	<b>816</b>
<b>Total</b>		<b>3,860</b>	<b>3,815</b>	<b>7,675</b>

Table 7.2 shows the estimated costs of delivering non-application-based regulatory outputs for RTOs, and the related business processes for each of these outputs

**Table 7.2: Estimated costs of RTO non-application-based regulatory outputs, 2021-22**

Regulatory Output	Business Process	Direct costs \$'000	Indirect costs \$'000	Total costs \$'000
Compliance audits	Audit *	1,069	1,252	2,321
<b>Subtotal</b>		<b>1,069</b>	<b>1,252</b>	<b>2,321</b>
Annual registration of NVR RTOs and budget funded	Education and awareness	116	106	222
	Investigation and enforcement	650	778	1,428
	Regulatory reporting	17	24	42
	Info Line	1,374	1,773	3,147
	Industry engagement	517	676	1,193
	Stakeholder management	249	225	473
	Compliance monitoring travel	71	103	174
	Material changes	376	532	908
	Closures	314	427	741
	Monitoring & data analytics	794	959	1,754
Regulatory support & improvement	1,581	2,331	3,912	
<b>Subtotal</b>		<b>6,059</b>	<b>7,935</b>	<b>13,994</b>
	Strategic industry reviews	356	447	803
	Legal review of decision	3,777	3,751	7,527
<b>Subtotal</b>		<b>4,133</b>	<b>4,198</b>	<b>8,330</b>
<b>Total</b>		<b>11,261</b>	<b>13,384</b>	<b>24,645</b>

NOTES:

- Reflecting regulatory best practice and current Australian Government charging guidelines, moving forward, ASQA will not recover costs associated with strategic industry reviews or legal review of decisions (AAT). These will be budget funded from appropriations.
- Performance assessment (audit). Under the changes to our regulatory operating model implemented from 6 April 2021, compliance audits include performance audits and include the following business processes (as listed in Table 7.2): audit planning; travel/scheduling; analyse and report; conduct audit; draft recommendations/report; delegate signoff.

### 3.2.2 Costs of CRICOS regulation

Table 8.1 shows the estimated costs of delivering application-based regulatory outputs for CRICOS providers, and the related business processes for each of these outputs.

**Table 8.1: Estimated costs of CRICOS application-based regulatory outputs, 2021-22**

Regulatory Output	Business Process	Direct costs \$'000	Indirect costs \$'000	Total costs \$'000
Initial registration of CRICOS providers	Completeness check	18	29	47
	Triage/decision	1	2	3
	Assessment	357	306	663
	Finalisation	5	6	11
<b>Subtotal</b>		<b>381</b>	<b>343</b>	<b>724</b>
Renewal of CRICOS provider registrations	Completeness check	5	7	12
	Triage/decision	3	5	8
	Assessment	594	815	1,409
	Finalisation	14	19	34
<b>Subtotal</b>		<b>616</b>	<b>846</b>	<b>1,462</b>
Changes to CRICOS provider registrations	Completeness check	5	9	14
	Triage/decision	12	20	32
	Assessment	413	563	976
	Finalisation	131	144	275
<b>Subtotal</b>		<b>561</b>	<b>736</b>	<b>1,297</b>
Evidence reviews	Conduct evidence review	38	22	60
	Draft recommendations/report	0	0	0
	Delegate sign off	7	6	13
<b>Subtotal</b>		<b>45</b>	<b>28</b>	<b>73</b>
<b>Total</b>		<b>1,604</b>	<b>1,953</b>	<b>3,557</b>

Table 8.2 shows the estimated costs of delivering non-application-based regulatory outputs for CRICOS providers, and the related business processes for each of these outputs.

**Table 8.2: Estimated costs of CRICOS non-application-based regulatory outputs, 2021–22**

Regulatory output	Business process	Direct costs \$'000	Indirect costs \$'000	Total costs \$'000
Compliance audits	Audit *	285	192	476
<b>Subtotal</b>		<b>285</b>	<b>192</b>	<b>476</b>
Annual registration of CRICOS providers	Education and awareness	50	45	95
	Complaint reviews	0	0	0
	Info Line	311	399	709
	Industry engagement	19	19	39
	Stakeholder management	38	35	73
	Investigation and enforcement	115	144	259
	Regulatory Support	524	725	1,249
<b>Subtotal</b>		<b>1,057</b>	<b>1,367</b>	<b>2,425</b>
Budget Funded	Legal review of decision (AAT)	732	783	1,515
<b>Subtotal</b>		<b>732</b>	<b>783</b>	<b>1,515</b>
<b>Total</b>		<b>2,074</b>	<b>2,342</b>	<b>4,416</b>

NOTES:

- Reflecting regulatory best practice and current Australian Government charging guidelines, ASQA is not recovering costs associated with legal review of decisions (AAT). These will remain budget funded from appropriations.

### 3.2.3 Costs of accredited course registration

Table 9.1 shows the estimated costs of delivering application-based regulatory outputs for accredited courses, and the related business processes for each of these outputs.

**Table 9.1: Estimated costs of accredited course application-based regulatory outputs, 2021–22**

Regulatory output	Business process	Direct costs \$'000	Indirect costs \$'000	Total costs \$'000
Initial accreditation of VET courses	Completeness check	9	12	22
	Assessment *	267	173	440
<b>Subtotal</b>		<b>276</b>	<b>185</b>	<b>461</b>
Renewal of VET course accreditation	Completeness check	11	15	25
	Assessment *	349	241	589
<b>Subtotal</b>		<b>359</b>	<b>255</b>	<b>615</b>
Amendments to VET accredited courses (minor and major)	Completeness check	6	8	14
	Assessment *	25	25	50
<b>Subtotal</b>		<b>30</b>	<b>33</b>	<b>63</b>
Evidence reviews	Conduct evidence review	24	27	51
	Draft recommendations/report	14	15	29
	Delegate signoff	18	18	36
<b>Subtotal</b>		<b>56</b>	<b>60</b>	<b>116</b>
Cancellation of VET accredited courses	Review application to cancel	39	43	82
<b>Subtotal</b>		<b>39</b>	<b>43</b>	<b>82</b>
Other	Change ownership of course or change contact details	12	12	23
	Course Extension	3	3	6
	Evaluate ELICOS course	24	28	52
<b>Subtotal</b>		<b>39</b>	<b>42</b>	<b>82</b>
<b>Total</b>		<b>800</b>	<b>619</b>	<b>1,419</b>

\* 'Assessment' in this table includes the following business processes (as listed in Table 3): preliminary research and review; initial evaluation and report; evaluation and report writing; draft decision record; consider decision and advice.

Table 9.2 shows the estimated costs of completing business processes related to regulation of accredited courses.

**Table 9.2: Estimated costs of business processes for accredited course regulation, 2021–22**

Business process	Direct costs \$'000	Indirect costs \$'000	Total costs \$'000
Monitoring national register	133	163	296
ASQA-initiated course cancellation	0	0	0
Complaint review	3	3	6
Education and awareness	3	3	6
Course AAT hearing	53	58	111
Stakeholder management	3	3	6
Info Line	14	19	34
<b>Total</b>	<b>210</b>	<b>248</b>	<b>458</b>

## 3.3 Design of cost recovery charges

Our fees and charges are designed to limit financial impact on providers and course owners while ensuring the quality of providers entering and operating in the industry.

Our current fees and charges are designed to support our risk-based regulatory approach, incentivise provider compliance, and minimise the administrative and financial burden on providers that provide quality outcomes to students.

The fees and charges apply to all ASQA-regulated providers and course owners.

ASQA's current schedule of fees and charges is available at all times on our website at [asqa.gov.au](https://www.asqa.gov.au).

### 3.3.1 Are there changes to ASQA's fees and charges resulting from this CRIS?

No, there are no changes to the fees and charges. Our fees and charges were last updated in 2018 following public consultation from 1 August to September 2017.

### 3.3.2 Partial cost recovery

We receive an annual budget appropriation for operating and capital activities from the Australian Government and return cost recovery revenue to the Consolidated Revenue Fund to offset this budget funding. The cost of some of our regulatory activity is partially recovered through fees and charges. Some of our regulatory activity is solely funded by our annual budget appropriation, for example those activities funded under the Skills Package and Skills for Recovery:

- Under the Skills Package, the Australian Government allocated a further \$18.1m over 4 years, including to enable us to respond to key themes in the Joyce and Braithwaite reviews such as:
  - expanding our educative role to ensure training providers are aware of, and supported to, understand regulatory requirements
  - improving our regulatory approach to support quality delivery of training
  - ensuring audit decisions are transparent and training providers have the right information and support to deliver training best practice and
  - ensuring the national regulator has the data and feedback it needs to identify and remove poor quality providers.
- Under the Skills for Recovery Package, the Australian Government allocated \$16.1m over 4 years to enable DESE to develop new standards and arrangements for RTOs. We will be implementing these standards and arrangements.

Table 10.1 provides a breakdown of regulatory output types, the percentage of costs recovered and estimated revenue.

**Table 10.1: ASQA estimated cost recovery rate, 2021-22—summary view**

Provider/owner	Output type	Estimated revenue \$'000	Estimated costs \$'000	Cost recovery rate	Budget funded \$'000
NVR RTO	Application-based	6,953	7,675	91%	722
	Non-application-based	12,597	24,645	51%	12,049
<b>Subtotal</b>		<b>19,550</b>	<b>32,321</b>	<b>60%</b>	<b>12,770</b>
CRICOS	Application-based	1,669	3,557	47%	1,887
	Non-application-based	2,593	4,416	59%	1,824
<b>Subtotal</b>		<b>4,262</b>	<b>7,973</b>	<b>53%</b>	<b>3,711</b>
Course accreditation	Application-based	865	1,419	61%	555
	Non-application-based	0	458	0%	458
<b>Subtotal</b>		<b>865</b>	<b>1,877</b>	<b>46%</b>	<b>1,013</b>
<b>Total</b>		<b>24,677</b>	<b>42,171</b>	<b>59%</b>	<b>17,494</b>

Table 10.2 lists areas of regulatory activity that are currently funded through our annual budget appropriation and are not subject to cost recovery in 2021-22.

In line with the Australian Government's decision that ASQA will move to full cost recovery, and to ensure consistency with the Australian Government Charging Framework, transition of the regulatory activities listed in table 10.2 will be addressed in the next update to the CRIS.

**Table 10.2: Budget-funded regulatory activity**

Output type	Budget funded \$'000
Legal review of decisions	9,043
Strategic reviews	803
Course accreditation monitoring	458
<b>Subtotal</b>	<b>10,303</b>
Difference between revenue collected and costs for cost recovery activities	7,191
<b>Total budget funded</b>	<b>17,494</b>

### 3.3.2 Cost recovery – RTO application-based outputs

Table 11 shows the estimated cost recovery percentage for RTO application-based regulatory outputs.

For each regulatory output, the table shows the related fees/charges; the volume (the number of times a fee/charge is applied in a year); and then the total revenue.

The table then shows the total costs associated with that fee/charge (a detailed breakdown of these costs is provided in Table 7.1) and the cost recovery rate as a percentage.

**Table 11: Cost recovery estimates for RTO application-based regulatory outputs, 2021-22**

Output	RTO fee/charge	Rate	Estimated volume	Estimated revenue \$'000	Estimated cost \$'000	Cost recovery %*
Initial registration	Lodgement fee	\$500	145	73	106	68%
	Assessment fee	\$8,000	124	988	1,154	86%
<b>Subtotal</b>				<b>1,061</b>	<b>1,260</b>	<b>84%</b>
Renewal registration	Lodgement fee	\$500	292	146	191	76%
	Compliance audit hourly charge	\$275	1,781	490	483	101%
<b>Subtotal</b>				<b>636</b>	<b>674</b>	<b>94%</b>
Amendment to NVR RTO registration	Lodgement fee	\$500	2,589	1,295	1,217	106%
	Compliance audit hourly charge	\$275	12,496	3,436	3,708	93%
<b>Subtotal</b>				<b>4,731</b>	<b>4,926</b>	<b>96%</b>
Evidence review	Reconsideration	\$1,000	52	52	313	16%
	Reassessment	\$1,000	23	23	50	45%
	Evidence review hourly charge	\$275	1,642	452	453	100%
<b>Subtotal</b>				<b>526</b>	<b>816</b>	<b>64%</b>
<b>Total application - based fees and charges</b>				<b>6,953</b>	<b>7,675</b>	<b>91%</b>

**\*NOTE**

- The Australian Government fees and charges waiver applies to the application-based regulatory outputs (shown above) except for initial registrations.
- The fees and charges reflect those currently scheduled (ie the 2018-19 schedule of fees and charges).
- The ASQA cost recovery rate of 60% is applicable at an aggregate level not per individual activity. If the waiver were not in place, we could recover, at an aggregate level, 60% of its recoverable costs, noting that the percentage varies across each of the major areas of activity that we charge for.
- Overall costs have decreased for some activities, but prices have not, therefore it appears that there is an increase in the cost recovery rate. This percentage has no impact on current scheduled fees and charges but is an indicator that we are well placed to implement full cost recovery at an efficient cost.

### 3.3.3 Cost recovery – CRICOS application-based outputs

Table 12 shows the estimated cost recovery percentage for CRICOS application-based regulatory outputs.

For each regulatory output, the table shows the related fees; the volume (the number of times a fee is applied in a year); and then the total revenue.

The table then shows the total costs associated with that fee (a detailed breakdown of these costs is provided in Table 8.1), and the cost recovery rate as a percentage.

**Table 12: Cost recovery estimates for CRICOS application-based regulatory outputs, 2021-22**

Output	CRICOS fee	Rate	Estimated volume	Estimated revenue \$,000	Estimated cost \$'000	Cost recovery %**
Initial registration	Lodgement fee	\$500	84	42	61	69%
	Assessment fee	\$8,000+	63	500	663	75%
<b>Subtotal</b>				<b>542</b>	<b>724</b>	<b>75%</b>
Renewal registration	Lodgement fee	\$500	105	53	53	99%
	Assessment fee	\$7,000+	105	737	1,409	52%
<b>Subtotal</b>				<b>789</b>	<b>1,462</b>	<b>54%</b>
Changes to CRICOS registration	Lodgement fee*	\$500+	<b>676</b>	<b>338</b>	<b>1,297</b>	<b>26%</b>
Evidence review	Reconsideration/ reassessment/ Evidence review	-		-	73	0%
<b>Subtotal</b>				<b>-</b>	<b>73</b>	<b>0%</b>
<b>Total revenue from application-based fees &amp; charges</b>				<b>1,669</b>	<b>3,557</b>	<b>47%</b>

#### NOTES

\* for change of scope applications, the total fee is dependent upon the specific details of the application and all associated business processes are recovered through this fee.

\*\* The NOTE at Table 11 applies

### 3.4 Cost recovery – accredited course application-based outputs

Table 13 shows the estimated cost recovery percentage for accredited course application-based regulatory outputs. For each regulatory output, the table shows the related fees; the volume (the number of times a fee is applied in a year); and then the total revenue. The table then shows the total costs associated with that fee (a detailed breakdown of these costs is provided in Table 9.1), and the cost recovery rate as a percentage.

**Table 13: Cost recovery estimates for accredited course application-based regulatory outputs, 2021-22**

Output	Course accreditation fee	Rate	Estimated volume	Estimated total revenue \$,000	Estimated cost \$'000	Cost recovery %*
Initial course accreditation	Lodgement fee	\$500	53	26	72	37%
	Assessment fee	\$7,570	45	337	390	86%
<b>Subtotal</b>				<b>363</b>	<b>461</b>	<b>79%</b>
Renewal course accreditation	Lodgement fee	\$500	115	57	156	37%
	Assessment fee	\$7,570	53	401	459	87%
<b>Subtotal</b>				<b>458</b>	<b>615</b>	<b>75%</b>
Amendment course accreditation	Assessment fee – minor	\$1,145	35	40	58	68%
	Assessment fee – major	\$2,290	2	3	6	61%
<b>Subtotal</b>				<b>43</b>	<b>63</b>	<b>68%</b>
Reconsideration			10	-	116	0%
Cancellation			30	-	82	0%
Extension			5	-	5	0%
Evaluate an ELICOS course			74	-	52	0%
Change of ownership			30	-	25	0%
<b>Subtotal</b>				<b>-</b>	<b>280</b>	<b>0%</b>
<b>Total revenue from application-based fees and charges</b>				<b>865</b>	<b>1,419</b>	<b>61%</b>

#### NOTE

\*The note at Table 11 applies

### 3.3.5 Cost recovery – RTO non-application-based outputs

Table 14 shows the estimated cost recovery percentage for RTO non-application-based regulatory outputs.

For each regulatory output, the table shows the related charge; the volume (the number of times a charge is applied in a year); and then the total revenue.

The table then shows the total costs associated with that charge (a detailed breakdown of these costs is provided in Table 7.2), and the cost recovery rate as a percentage.

Table 14: Cost recovery estimates for RTO non-application-based regulatory outputs, 2021-22

Output	RTO charge	Rate	Estimated volume	Estimated revenue \$,000	Estimated cost \$'000	Cost recovery rate
Compliance audit	Compliance audit hourly charge	\$275	6,550	1,801	2,321	78%
<b>Total revenue from non-application-based charges</b>				<b>4,685</b>	<b>2,321</b>	

Table 15: Cost recovery estimates for CRICOS non-application-based regulatory outputs, 2021-22

Output	RTO charge	Rate	Estimated volume	Estimated revenue \$,000	Estimated cost \$'000
Compliance audit	Compliance audit hourly charge	\$0	1,706	-	453
<b>Total Revenue from non-application-based charges</b>				<b>-</b>	<b>453</b>

As a result of Australian Government amendments to legislation, ASQA now has statutory authority to recover the costs of compliance audits of CRICOS providers. CRICOS compliance audits conducted by ASQA are currently budget-funded by ASQA's annual appropriation. Changes to those arrangements will be consulted on in the next version of the CRIS (dealing with the transition to full cost recovery).

### 3.3.6 Annual registration charge – RTOs

The RTO component of the annual registration charge has 4 tiers and is applied according to the number of qualifications on an RTO's scope of registration.

The RTO component of the annual registration charge recovers the costs of regulatory activities that are necessarily performed by ASQA but have limited nexus with individual providers. In some cases, no fee or charge is applied (for example withdrawal of an application for registration, or changes to an RTO's registration details). These activities and costs are shown in Table 15.

Estimated revenue from the RTO component of the annual registration charge is detailed in Table 16.

Table 16: Costs recovered via the RTO component of the annual registration charge

Output Activity	Estimated cost \$'000
Regulatory reporting	42
Info Line	3,189
Education & awareness	222
Industry engagement	1,193
Investigation and enforcement	1,428
Stakeholder management	432

Regulatory support	3,912
Material changes	908
Monitoring and data analysis	1,754
Compliance monitoring travel	174
Closures	741
<b>Total cost of annual registration charge outputs</b>	<b>13,994</b>

**Table 17: Estimated revenue from RTO component of the annual registration charge, 2021-22**

<b>RTO charge</b>	<b>Rate</b>	<b>Estimated volume</b>	<b>Estimated revenue \$'000</b>
Tier 1 – (0 to 4 qualifications on scope)	\$1,130	1,730	1,955
Tier 2 – (5 to 10 qualifications on scope)	\$3,220	793	2,553
Tier 3 – (11 to 60 qualifications on scope)	\$6,975	846	5,901
Tier 4 – (61 or more qualifications on scope)	\$10,730	36	386
<b>Total estimated revenue from RTO component of the annual registration charge</b>		<b>3,704</b>	<b>10,795</b>

### 3.3.7 Annual registration charge – CRICOS providers

The CRICOS component of the annual registration charge has 4 tiers and is applied according to the number of qualifications on a provider's scope of registration.

The CRICOS component of the annual registration charge recovers the costs of regulatory activities that are necessarily performed by ASQA but have limited nexus with individual providers. These activities and costs are shown in Table 17.

Estimated revenue from the CRICOS component of the annual registration charge is detailed in Table 18.

**Table 18: Costs recovered via the CRICOS component of the annual registration charge**

<b>Output activity</b>	<b>Estimated cost \$'000</b>
Info Line	709
Education & awareness	95
Industry engagement	39
Investigation and enforcement	259
Stakeholder management	73
Compliance monitoring travel	23
Monitoring and data analysis	390
Regulatory support	859
<b>Total cost of annual registration charge outputs</b>	<b>2,448</b>

### 3.3.8 Example fee calculation

Table 19 shows, as an example of methodology, the factors (such as the cost of associated business processes, and volume of the associated regulatory output) that determine how the dollar amount of one fee is set.

**Table 19: Estimated revenue from CRICOS component of the annual registration charge, 2021-22**

CRICOS charge	Rate	Estimated volume	Estimated revenue \$'000
Tier 1 – 0 to 2 qualifications on scope)	\$950	141	134
Tier 2 – (3 to 4 qualifications on scope)	\$1,645	142	234
Tier 3 – (5 to 50 qualifications on scope)	\$4,375	494	2,161
Tier 4 – (51 or more qualifications on scope)	\$7,100	9	64
<b>Total estimated revenue from CRICOS component of the annual registration charge</b>		<b>486</b>	<b>2,593</b>

Item	Value	Notes
Volume	<b>263 per year</b>	The estimated number of NVR RTO initial assessments performed in a year. Estimate based on historical data and internal resourcing models.
Total cost (of performing 263 NVR RTO initial assessments)	<b>\$3.156m</b>	This is the sum of the costs for all of the associated business processes:  Audit planning \$628k Travel/scheduling \$435k Analyse and report \$419k Conduct audit \$689k Draft recommendations/report \$647k Delegate signoff \$338k <b>Total \$3.156m</b>
Revenue Cost recovery rate %	<b>Volume (263) x Fee</b>  <b>Revenue divided by cost</b>	Three values in red are interdependent, according to the amount decided for the fee.  Criteria for this decision: <ul style="list-style-type: none"> <li>Resulting cost recovery rate can accommodate upward or downward variations in key cost drivers.</li> <li>Avoid unnecessary administrative burden on providers.</li> <li>Avoid unnecessary administrative costs for ASQA (as this would ultimately increase costs).</li> <li>Simplicity and consistency across fees and charges schedule.</li> </ul>
Fee Therefore: Revenue Cost recovery rate %	<b>\$8,000</b>  <b>\$2.104m</b>  <b>67%</b>	This amount satisfies all of the stated criteria.

## 4. Risk assessment

The key risks attached to charging for our regulatory activity are:

- variation in the volume of participation (entries to and exits from the market)

- variation in the volume of training products
- variation in the volume of changes to training products.

We have worked closely with DESE to forecast changes to the VET market and to build a sustainable cost recovery model that can withstand these changes.

[ASQA's Regulatory Risk Framework](#) outlines our risk-based approach to regulation, with a focus on risk and intelligence.

In accordance with the Australian Government Charging Framework, ASQA undertook a Charging Risk Assessment (CRA). Key components of the CRA included:

- that ASQA is updating the CRIS to reflect our current approach to fees and charges including in the context of the Australian Government's continuing a fee waiver
- level of change for cost recovery activities
- level of cost recovery revenue
- complexity in the cost recovery arrangements (i.e. both fees and charges)
- level of change in legislative arrangements
- level of complexity of working with other government entities to deliver the regulatory functions
- level of impact of cost recovery on payers
- issues identified in consultation with stakeholders.

The CRA was agreed with the Department of Finance at a **rating of 'medium'**.

## 5. Stakeholder engagement

Our fees and charges were last updated in 2018 following public consultation from 1 August to September 2017. Further consultation commenced in November 2019 for implementation of full cost recovery in 2020-21 but was paused due to the impacts of COVID-19 and the subsequent decision of government to waive fees and charges and defer ASQA's move to full cost recovery. A copy of the consultation paper is available on the website [ASQA Fees and charges proposal 2020-21 Consultation paper](#).

As this document provides an update to keep the CRIS current, without changes to the fees and charges, no further specific stakeholder consultation on the CRIS was undertaken.

ASQA is, however, part of a complex environment of stakeholders that interact to deliver regulatory arrangements for the VET sector. Stakeholders include regulated providers, industry peak bodies, Australian, state and territory governments, students and employers.

We have established robust stakeholder engagement mechanisms that ensure that our external stakeholders are closely involved in the improvements we are making to our regulatory operating model. As these changes shape our future approach to cost recovery, including transitioning to full cost recovery, we will continue to ensure a high level of engagement and consultation on our future cost recovery model and its contribution to a fair, transparent, efficient and effective best practice regulator.

## 6. Portfolio Budget Statement targets

Table 20 details ASQA's Portfolio Budget Statement (PBS) targets for the 2021-22 financial year and forward estimates for the following 3 years.

**Table 20: ASQA forward estimates, July 2021 – June 2022**

	2021-22 PBS target \$'000	2022-23 forward estimate \$'000	2023-24 forward estimate \$'000	2024-25 forward estimate \$'000
Employee	25,227	25,599	25,972	26,494
Supplier	14,643	14,235	12,999	11,402
Depreciation	5,865	5,927	6,800	5,180
<b>Total departmental expenses</b>	<b>45,735</b>	<b>45,761</b>	<b>45,771</b>	<b>43,076</b>
Less: Non-cost recoverable activities	(13,905)	(12,769)	(11,765)	(9,610)
Less: Other measures	(20,930)	-	-	-
<b>Cost recoverable expenses</b>	<b>10,900</b>	<b>32,992</b>	<b>34,006</b>	<b>33,466</b>
ASQA forward estimate	10,217	31,295	32,227	30,768
<b>Recovery target</b>	<b>60%*</b>	<b>100%</b>	<b>100%</b>	<b>100%</b>
Balance (revenue less expenses)	(683)	(1,697)	(1,779)	(2,698)

\*Transitional year

## 7. Financial performance

Table 21 summarises our financial performance for the past 5 financial years.

**Table 21: ASQA financial performance, July 2016–June 2021**

	2016-17 \$ '000	2017 – 18 \$ '000	2018-19 \$ '000	2019-20 \$ '000	2020-21 \$ '000
Employee	22,776	19,561	23,765	24,782	24,432
Supplier	14,542	12,146	13,275	9,136	13,260
Depreciation	1,672	2,031	3,288	6,140	6,240
Total expenses	38,990	33,738	40,328	40,058	43,932
ASQA revenue (actuals)	27,933	28,902	20,162	17,761	2,025
ASQA forward estimate*	17,933	17,933	23,281	24,109	916
Cost recovery %	72%	86%	50%	44%	5%
Balance	10,000	10,969	(3,119)	(6,348)	1,109
Cumulative balance	1,714	12,683	9,564	3,216	4,325

This table will be updated with figures for 2021–22 once complete data is available.

\*In 2020–21 and 2019-20, ASQA's cost recovery rate was impacted by fees and charges relief put in place as part of the Australian Government's response to the COVID-19 pandemic and economic recovery.

For more information on government policy regarding ASQA's cost recovery, see section 2.1— Government policy approval to cost recover.

## 8. Non-financial performance overview of 2020-21

In 2020-21, ASQA's non-financial performance was focussed on:

- Continuous improvement and building trust to:
  - implement foundational changes to governance and organisational design to focus on best practice regulation.
  - publish a Regulatory Risk Framework to describe how we will manage sector and provider risks to regulatory outcomes, while maximising our efficiency and effectiveness.
  - establish a new regulatory operating model:
    - Implemented 8 Rapid Review recommendations and commenced work on a further 13
    - Implemented key changes to performance assessment (audit) methodology
    - Established separate teams responsible for performance assessment, and managing findings of non-compliance
    - Introduced agreements to rectify
    - Established internal review team
    - Introduced new internal quality assurance activities
    - Improved data and intelligence reports
- Regulation that was risk-based and data-driven resulting in ASQA:
  - responsible for 3,755 providers – 91% of national total
  - completing 937 audits
  - accrediting 112 courses
  - managing a 52% increase in provider registration applications:

- 238 new provider registrations
- 213 registration renewals
- 6,136 applications for change in scope of registration.

Our decisions were affirmed by the Administrative Appeals Tribunal in 80% of matters that proceeded to a hearing and a decision and we supported the Commonwealth Director of Public Prosecutions in 3 criminal investigations.

- We collaborated and engaged to:
  - Improve engagement with the sector including through 5 Stakeholder Liaison Group meetings
  - Implement a COVID-19 response and commenced strategic review of online learning
  - Introduce and deliver several 'Spotlight On compliance' educational series
  - Participate in 56 sector events
  - Receive and manage 45,386 Info Line calls and emails
  - Held 10 live webinars – 9,843 attendees and 13,596 total views of recordings
  - Produce 7 new guidance videos and 54,838 views of all videos
  - Provide regular Electronic Direct Mail Service to 36,000 subscribers
  - Process 4,667 student enquiries.
- Service Standards and provider satisfaction including:
  - good performance in relation to majority of Service Standards, noting ongoing program of continual improvement
  - met or exceeded 70% target of positive response for vast majority of provider and course owner survey questions.

Further detail of ASQA's non-financial performance is available in our ASQA [Corporate Plan 2020-21](#).

## 9. Key forward dates and events

Event	Date
Public consultation on substantive update to CRIS planned to reflect more significant changes to our fees and charges structure	Late 2021
DESE Portfolio Charging Review	TBC

## 10. CRIS approval and change register

Date of CRIS change	CRIS change	Approver	Basis for change
29 June 2015	Certification of the CRIS	Accountable authority	Consistency with the Australian Government Charging Framework
2 September 2015	Approval for the CRIS release	Minister for Employment, Workforce, Skills, Small and Family Business	Consistency with the Australian Government Charging Framework
1 July 2017	Amend CRIS to reflect annual registration charge	Editorial update by CFO	Amendment to the NVR (charges) Act 2012
1 August 2017	Redrafted CRIS for consultation on the proposed new fees and charges structure	Minister for Employment, Workforce, Skills, Small and Family Business	New fees and charges
14 June 2018	Certification of the CRIS	Accountable authority	New fees and charges
26 June 2018	Approval of the CRIS	Minister for Employment, Workforce, Skills, Small and Family Business	New fees and charges
29 June 2018	Agreed the CRIS for release	Minister for Finance	New fees and charges
9 November 2021	Amendment of the CRIS to reflect 2021 context including waiver of fees and charges	Deputy CEO	Reflect contemporary arrangements
10 November 2021	Certification of the CRIS	Accountable authority	Reflect contemporary arrangements
26 November 2021	Agreed the CRIS for release	Minister for Employment, Workforce, Skills, Small and Family Business	Reflect contemporary arrangements



## 11. Schedule of fees and charges

### Schedule A: Fees and Charges

#### 11.1. NVR registered training organisation fees

- a) For each fee specified in column 1, the fee is determined by applying the fee structure specified in column 2 to the amount specified in column 3 and is subject to the conditions in column 4.
- b) The imposition of the fees set out in this Schedule A is subject to matters specified in Schedule B.

1.1 Initial registration as a NVR registered training organisation				
Ref	Fee	Fee Structure	Amount	Other matters
1.1.1	<b>Initial lodgement fee</b>  The fee payable under paragraph 16(3)(b) of the <i>National Vocational Education and Training Regulator Act 2011</i> by a person applying for registration as an NVR registered training organisation.	Per application	\$500	Paid on application
1.1.2	<b>Initial assessment fee</b>  The fee that may be charged by ASQA under subsection 17(4) of the <i>National Vocational Education and Training Regulator Act 2011</i> as a registration assessment fee when considering an application for registration as an NVR registered training organisation.	Per application	\$8,000	<ul style="list-style-type: none"><li>• Paid on invoice</li><li>• Assessment does not commence until invoice is paid</li></ul>

1.2 Renewal of registration as NVR registered training organisation <sup>1</sup>				
Ref	Fee	Fee Structure	Amount	Other matters
1.2.1	<p><b>Renewal lodgement fee</b></p> <p>The fee payable under subsection 31(2) of the National Vocational Education and Training Regulator Act 2011 by a person applying for renewal of registration as an NVR registered training organisation.</p>	Per application	\$500	Paid on application

<sup>1</sup> Compliance audit charges as per 5.1.1 may be applicable

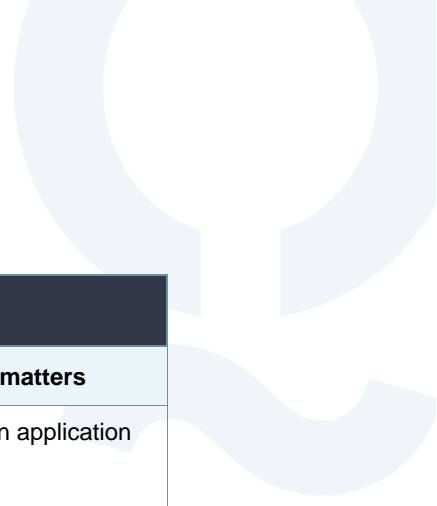
1.3 Change to NVR registered training organisation scope of registration <sup>1</sup>				
Ref	Fee	Fee Structure	Amount	Other matters
1.3.1	<p><b>Change of Scope lodgement fee</b></p> <p>The fee payable under paragraph 32(2)(b) of the <i>National Vocational Education and Training Regulator Act 2011</i> by an NVR registered training organisation when it makes an application to add to its scope of registration.</p>	Per application	\$500	Paid on application

<sup>1</sup> Compliance audit charges as per 5.1.1 may be applicable

## 11.2. CRICOS fees

- (a) For each fee specified in column 1, the fee is determined by applying the fee structure specified in column 2 to the amount specified in column 3 and is subject to the conditions in column 4.
- (b) The imposition of the fees set out in this Schedule is subject to matters specified in Schedule B.

2.1 Initial CRICOS registration				
Ref	Fee	Fee structure	Amount	Other matters
2.1.1	<p><b>Initial lodgement fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, receives an application from a provider that wishes to be registered to provide a qualification or qualifications at a delivery site or delivery sites to overseas students.</p>	Per application	\$500	Paid on application
2.1.2 2.1.2(i) 2.1.2(ii)	<p><b>Initial assessment fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, considers a provider's application for registration.</p> <p>Initial additional qualification fee</p> <p>Initial additional Australian delivery site fee</p>	<ul style="list-style-type: none"> <li>•</li> </ul>	\$8,000	<ul style="list-style-type: none"> <li>• Paid on invoice</li> <li>• Total application fee (including lodgement and assessment) capped at \$50,000</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>	\$155	
		<ul style="list-style-type: none"> <li>•</li> </ul>	\$1,640	



2.2 Renewal of CRICOS registration				
Ref	Fee	Fee structure	Amount	Other matters
2.2.1	<p><b>Renewal lodgement fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, receives an application from a provider that wishes to renew its registration.</p>	Per application	\$500	Paid on application
2.2.2 2.2.2(i) 2.2.2(i)	<p><b>Renewal assessment fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, considers a provider's application for renewal of registration.</p>	<ul style="list-style-type: none"> <li>Base fee includes:</li> <li>Up to 4 qualifications</li> <li>Up to 2 delivery sites</li> </ul>	\$7,000	<ul style="list-style-type: none"> <li>Paid on application</li> <li>Total application fee (including lodgement and assessment) capped at \$50,000</li> </ul>
	Renewal - Additional qualification fee	<ul style="list-style-type: none"> <li>each additional qualification</li> </ul>	\$155	
	Renewal - Additional Australian delivery site fee	<ul style="list-style-type: none"> <li>each additional delivery site</li> </ul>	\$820	

2.3 Change to scope of CRICOS registration				
Ref	Fee	Fee structure	Amount	Other matters
2.3.1	<p><b>Change of Scope lodgement fee</b></p> <p>The fee that may be charged when ASQA, as an ESOS Agency, receives an application from a provider that wishes to increase student capacity or add one or more qualifications at one or more delivery sites to its registration.</p>	Add 1 qualification	\$500	Paid on application
2.3.1 (i)	Change of scope-Additional qualification fee	Plus	\$150 per each additional qualification	
2.3.1 (ii)	Change of scope - Additional student capacity fee	Additional student capacity	\$1,640 per application	
2.3.1 (iii)	Change of scope - First additional delivery site fee	Additional (or replacement) delivery site,	\$1,640 per application	
2.3.1 (iv)	Change of scope - Further additional delivery site fee	Plus: Each additional (or replacement) delivery site	\$820 per additional delivery site	

## 11.3. VET course accreditation fees

- (a) For each fee specified in column 1, the fee is determined by applying the fee structure specified in column 2 to the amount specified in column 3 and is subject to the conditions in column 4.
- (b) The imposition of the fees set out in this Schedule A is subject to matters specified in Schedule B.

3.1 Initial VET course accreditation				
Ref	Fee	Fee structure	Amount	Other matters
3.1.1	<p><b>VET Course Concept Assessment fee</b></p> <p>The fee payable under paragraph 43(2)(b) of the National Vocational Education and Training Regulator Act 2011 by a person who applies for accreditation of a course as a VET accredited course.</p>	Fee for each course concept submitted	\$500	Paid on submission
3.1.2	<p><b>Initial assessment fee</b></p>	Fee for each course submitted	\$7,570	Paid on invoice

### 3.2 Renewal of VET course accreditation

Ref	Fee	Fee structure	Amount	Other matters
3.2.1	<p><b>Renewal lodgement fee</b></p> <p>The fee payable under subsection 50(2) of the <i>National Vocational Education and Training Regulator Act 2011</i> by a person who applies to renew the accreditation of a VET accredited course.</p>	Fee for each course submitted	\$500	Paid on application
3.2.2	<b>Renewal</b>	Fee for each	\$7,570	Paid on invoice

### 3.3 Amendment to a VET accredited course

Ref	Fee	Fee structure	Amount	Other matters
3.3.1	<p><b>Minor amendment fee</b></p> <p>The fee payable under subparagraph 51(3)(b)(ii) of the <i>National Vocational Education and Training Regulator Act 2011</i> by a person who makes an application for a VET accredited course to be amended.</p>	Per course	\$1,145	Paid on application
3.3.2	<b>Major amendment fee</b>	Per course	\$2,290	Paid on application

Note: Minor amendments include:

- Amendments to VET accredited courses that include training package units in the course structure that have been superseded and are deemed equivalent
- Amendments to VET accredited courses that include training package units deemed not equivalent but do not impact on the outcome of the course
- Amendment to wording in sections of the VET accredited course document to reflect current industry practices/requirements, entry requirements, assessment strategy including performance evidence, trainer/assessor requirements.

Major amendments include:

- Amendments to VET accredited courses that include training package units that have been deleted from the parent training package
- Amendments to VET accredited courses to include additional training package units as electives that do not impact on the outcome of the course
- Amendments to VET accredited courses to include additional enterprise units as elective options that do not impact on the outcome of the course.

## 11.4. Annual registration charge

4.1 Annual NVR registered training organisation registration				
Ref	Name	Charge structure	Amount	Other matters
4.1.1	RTO Annual registration charge under paragraph 18(c)(iv) of the NVR Act	0–4 qualifications	\$1,130	Paid on invoice
		5–10 qualifications	\$3,220	
		11–60 qualifications	\$6,975	
		61 or more qualifications	\$10,730	

4.2 Annual CRICOS registration				
Ref	Name	Charge structure	Amount	Other matters
4.2.1	CRICOS Annual registration charge	0–2 qualifications	\$950	Paid on invoice
		3–4 qualifications	\$1,645	
		5–50 qualifications	\$4,375	
		51 or more qualifications	\$7,100	

## 11.5. Audit charges

5.1 Compliance audits			
Ref	Name	Amount	Other matters
5.1.1	<p>Compliance Audit Charge</p> <p>Under subsection 9(1) of the Charges Act</p>	\$275 per hour per auditor	<ul style="list-style-type: none"> <li>• Paid on invoice</li> <li>• Travel costs incurred by ASQA (staff and supplier, such as airfares and accommodation) will not be sought for reimbursement for domestic audits.</li> <li>• International audits will require the reimbursement of all reasonable costs incurred by ASQA, including the cost of travel.</li> </ul>

5.2 Complaint investigations			
Ref	Name	Amount	Other matters
5.2.1	<p>Complaint Investigation Charge</p> <p>Under subsection 12(1) of the Charges Act</p>	\$275 per hour per officer	<ul style="list-style-type: none"> <li>• Paid on invoice</li> <li>• The charge applies to an investigation into a complaint about a NVR registered training organisation which is found to be substantiated</li> <li>• Travel costs incurred by ASQA (staff and supplier, such as airfares and accommodation) will not be sought for reimbursement for domestic complaint investigations.</li> <li>• International complaint investigations will require the reimbursement of all reasonable costs incurred by ASQA, including the cost of travel.</li> </ul>

## 11.6. Reviews

6.1 Evidence review applications				
Ref	Fee	Fee Structure	Amount	Other matters
6.1.1	<p><b>Reconsideration of evidence fee</b></p> <p>The fee payable under paragraph 200(3)(c) of the <i>National Vocational Education and Training Regulator Act 2011</i> by a person affected by a reviewable decision made under a delegation under section 224 or 225 of that Act, and who applies for a review of that decision.</p>	Per application	\$1,000	Paid on application
6.1.2	<p><b>Reassessment of evidence fee</b></p> <p>The fee payable under paragraph 41(4)(b) of the <i>National Vocational Education and Training Regulator Act 2011</i> by an NVR registered training organisation where it requests ASQA to reassess its position in relation to the matters identified in subsections 41(1) and 41(2)</p>	Per application	\$1,000	Paid on application
6.1.3	<p><b>Reassessment of evidence – Additional hours</b></p>	Per hour per officer for each subsequent hour after the fourth hour of work	\$275	Paid upon invoice

## Schedule B: Matters relating to the payment of the fees and charges listed in Schedule A

### 1. Annual registration charge

- (a) Annual registration charges (as set out in Schedule A) are payable on 1 July each financial year for that year of registration, based on the scope of registration on that 1 July.
- (b) Where a NVR registered training organisation or registered provider's registration ends during a billing period (i.e. registration is withdrawn, cancelled, or expired due to non-renewal), only a pro-rata charge applies for the number of whole months of registration. Where an excess amount is paid the amount refundable is for the number of whole months remaining in the financial year after the registration ends.
- (c) Calculation of the annual CRICOS registration charge for a registered provider is based on the number of courses listed on CRICOS for that provider, which is taken to represent an accurate count of the number of qualifications registered on a registered provider's scope.
- (d) For RTOs that become NVR registered training organisations for the first time (i.e. are not renewing their registration), the first annual registration charge under paragraph 18(c)(iv) of the Act will be calculated pro-rata for the period of whole months from registration commencement to the following 30 June. The annual charge is based on the scope of registration on the 1<sup>st</sup> day of the billing period, which is always the first date of a calendar month. The pro-rata annual charge is determined by the following formula:

$$A \times B / 12$$

Where:

- "A" is the amount of annual registration charge (as set out in Schedule A); and
- "B" is the number of complete months that remain up to 30 June after the RTO becomes registered as an NVR registered training organisation.

- (e) This charge must be paid in accordance with the terms stated on the invoice.

### 2. Payment and refund of application / assessment fees

- (a) A person who has paid an application fee is entitled to a refund of the amount paid if, before ASQA has commenced work on the application, the person notifies ASQA in writing that they wish to withdraw their application and ASQA has received the notification.
- (b) A person who has paid a fee in relation to the assessment of an application is entitled to a refund of the amount paid if, before ASQA has commenced assessment of the application, the person notifies ASQA in writing that they wish to withdraw their application and ASQA has received the notification.

- (c) If ASQA has not received written notification in accordance with subsection 2 (a) or (b) of this Schedule B, the person shall not be entitled to a refund / reduction of the relevant fee(s).
- (d) A person who has paid the fee in relation to an application under paragraph 200(3)(c) of the Act is entitled to a refund of the amount paid if ASQA does not consider the application because the application does not relate to a reviewable decision within the meaning of section 199 of the Act.
- (e) A fee is not refundable if an application is assessed but rejected by ASQA.
- (f) If additional information from the applicant is required and that information is not submitted within the prescribed timeframe the application may be rejected and a new application and lodgement fee will be required if the application is resubmitted.

### **3. Off-set of fees**

The amount of any refund a person would otherwise be entitled to may be reduced by any other amount which the person owes to ASQA.

### **4. Waiver of a fee**

- (a) If ASQA has delegated particular function(s) specified in subsections 224(2), 225(1) and 226(1) of the Act, the fees prescribed in Schedule A are waived in relation to functions which are performed under the delegation.
- (b) When an NVR registered training organisation applies simultaneously for a change of scope of registration for both registrations (RTO and CRICOS), for the same qualifications, ASQA will apply a single application fee, which will be the higher of the two.
- (c) When a registered provider applies simultaneously for one or more additional delivery sites and an increase in its approved CRICOS student capacity, only the delivery site fees are payable.
- (d) A fee that would otherwise be payable under the Act or the ESOS Act may be waived, in whole or in part where, in ASQA's opinion:
  - (i) special or unusual circumstances exist which would cause the fee to be unreasonable or inequitable; or
  - (ii) the amount of the fees that remain unpaid is so small that its recovery would be uneconomical to pursue.
- (e) The following circumstance does not constitute grounds for granting a waiver: (i) where the registered provider required to pay the fee ceases to exist, or ceases to be registered, or ceases to carry on business as a RTO or CRICOS provider.

## 6. Waiver of a charge

- (1) For the purpose of subsection 13(b) of the Charges Act, a charge that would otherwise be payable under that Act may be waived, in whole or in part where, in the opinion of ASQA's CEO;
  - (a) special or unusual circumstances exist which cause the charge to be unreasonable or inequitable; or
  - (b) the amount of the charge that remains unpaid is so small that its recovery would be uneconomical to pursue.
- (2) For the purposes of paragraph 6(1)(a), the following circumstances do not constitute grounds for granting a waiver:
  - (a) where the NVR registered training organisation required to pay the charge did not consent to the compliance audit or complaint investigation that resulted in the imposition of a charge; or
  - (b) where the NVR registered training organisation required to pay the charge does not agree with the outcome of the compliance audit or complaint investigation that resulted in the imposition of a charge; or
  - (c) where the NVR registered training organisation required to pay the charge ceases to exist, or ceases to be an NVR registered training organisation, or ceases to carry on business as a registered training organisation.

## 7. Rounding

For the purposes of Section 5 in Schedule A, when determining the amount of the charge payable for an investigation or compliance audit where the hourly rate is \$275 per hour per Auditor/Complaint Officer, the following amounts will apply in the following circumstances:

- (a) if the time taken to complete the investigation or compliance audit is less than 30 minutes, the total amount payable will be zero dollars; and
- (b) if the time taken to complete the investigation or compliance audit is 30 minutes or more, the amount of the charge is calculated at the rate of \$68.75 for each 15 minute block of work completed.

## Appendix 1. Definitions

### Fees

The Australian Skills Quality Authority's (ASQA's) fees are determined by way of legislative instrument registered in the Federal Register of Legislative Instruments. ASQA's current fees are determined by the [Australian Skills Quality Authority Instrument Fixing Fees No.1 of 2013](#) (the 2013 Instrument). The legislative instrument is made under subsections 232(1) and 232(5) of the *National Vocational Education and Training Regulator Act 2011*.

### Charges

The Australian Skills Quality Authority's (ASQA's) charges are determined by way of legislative instrument registered in the Federal Register of Legislative Instruments. ASQA's current charges are determined by the [National Vocational Education and Training Regulator \(Charges\) Determination 2013 \(No. 1\)](#). The legislative instrument is made under subsections 9(2), 12(2) and section 13 of the *National Vocational Education and Training Regulator (Charges) Act 2012* (the Charges Act).

### Other key terms in this guide:

**Act** - means the *National Vocational Education and Training Regulator Act 2011*.

**ASQA**- means the Australian Skills Quality Authority.

**Asqanet**- means ASQA's regulatory management database.

**ASQA official travel costs**- means reasonably incurred airfares such other travel expenses which may reasonably be incurred, including but not limited to, accommodation, car rental and meals

**Charges Act**- means the *National Vocational Education and Training Regulator (Charges) Act 2012*.

**CRICOS**- means the Commonwealth Register of Institutions and Courses for Overseas Students, as specified in section 14A of the *ESOS Act*.

**Delivery Site**- is defined as a permanent site/location, at which training and/or assessment are delivered that is either owned or leased by the organisation. Multiple facilities at a single or co-located address are treated as one site/location.

**ELICOS**- means an English Language Intensive Course for Overseas Students.

**ESOS Act** - means the *Education Services for Overseas Students Act 2000*.

**NVR** - means National Vocational Education and Training Regulator.

**NVR registered training organization**- has the meaning given by section 3 of the Act.

**Qualification**- includes training package qualifications, VET accredited courses and programs (including ELICOS).

**Registered Provider** - has the meaning given in section 5 of the *ESOS Act*.

**RTO**- means a registered training organisation, defined at section 3 of the Act.

**Training Package-** is a nationally endorsed, integrated set of competency standards, assessment requirements, Australian Qualifications Framework qualifications, and credit arrangements for a specific industry, industry sector or enterprise.

**Units of competency** means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

**VET accredited course** has the meaning given at section 3 of the Act.

**VET qualification** has the meaning given at section 3 of the Act.

Note: An expression has the same meaning in this Guide as in the *National Vocational Education and Training Regulator Act 2011*.

## Appendix 2. Review and document control

Version	Date	Summary
1.9	28.05.2019	<ul style="list-style-type: none"> <li>Information provided in Schedule B regarding payment of application fees</li> <li>Links to legislation in Appendix 1 updated</li> <li>Reference to compliance audit charge in tables 1.2 and 1.3</li> <li>Renaming of fees and charges</li> </ul>
1.8	01.07.2018	<ul style="list-style-type: none"> <li>Revised schedule of fees and charges following approval of ASQA's 2018-19 Cost Recovery Impact Statement.</li> <li>Addition of compliance audit charges, complaints investigation, waivers and rounding</li> <li>Removal of calculation methodology for annual registration charges in financial year 2013-14</li> <li>Correction of calculation methodology for VET registration refunds</li> </ul>
1.7	01.07.2017	<ul style="list-style-type: none"> <li>Remove section 5—<i>legacy fees</i> and related text at Schedule B 2(h); it is no longer applicable.</li> <li>Replace annual fee with annual charge</li> <li>Clarify annual charge calculation, i.e. date of scope.</li> </ul>
1.6	01.07.2016	<ul style="list-style-type: none"> <li>Document is renamed as a 'Guide' because it differs from the <a href="#">legislative instrument</a></li> <li>establishing ASQA's fees, by containing additional guidance.</li> <li>Revision to section 5—<i>legacy fees</i>, for annual Consumer Price Index adjustment. (Section is reduced to include only legacy fees that apply in 2016-2017.)</li> <li>Replacement of references to “designated authority” with references to “the relevant ESOS agency”, in line with ESOS Act amendments that come take effect on 1 July 2016.</li> </ul>
1.5	24.07.2015	<ul style="list-style-type: none"> <li>Clarification of annual fee and renewal fee inclusions</li> <li>Corrections to dates in section 5—<i>legacy fees</i>.</li> </ul>
1.4	01.07.2015	<ul style="list-style-type: none"> <li>Revision to section 5—<i>legacy fees</i>, for annual Consumer Price Index adjustment.</li> <li>Clarification of regulatory reforms in sections 1.3, 2.3, and Schedule B note 1.</li> <li>Addition of notes in Schedule A.</li> </ul>
1.3	01.07.2014	<ul style="list-style-type: none"> <li>Revision to section 5—<i>legacy fees</i>, for annual Consumer Price Index adjustment.</li> <li>Revision to page 14—application of regulatory reforms to annual registration and renewal of registration fee calculations regarding equivalent training package product updates.</li> </ul>
1.2	02.06.2014	<ul style="list-style-type: none"> <li>Comments added to page 6— exemptions from application requirements for equivalent training package product updates.</li> </ul>

1.1	21.08.2013	<ul style="list-style-type: none"> <li>• Correction to page 12 (3a)—labelling of VET course accreditation fee table.</li> <li>• Clarification to page 16 (5d)—exemption from renewal of registration fees and correction to paragraph numbering.</li> <li>• Clarification to page 17—legacy annual registration fees that do not apply to Vic and WA providers that transferred after ASQA's commencement.</li> </ul>
1.0	31.07.2013	Revised schedule of fees following approval of ASQA's 2013 Cost Recovery Impact Statement.