A blue and black background with a white circle and a curved line

AI-generated content may be incorrect.



**Form**

Initial ESOS Registration Application Form

Version 1.3 | June 2025

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# Introduction

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia’s Vocational Education and Training (VET) sector. Our purpose is to ensure quality VET so that students, industry, governments, and the community can have confidence in the integrity of national qualifications.

To protect students, industry, and the community from training practices which are inadequate, non-compliant, or low-quality, we are committed to ensuring that initial registration is only granted when we are satisfied of both the suitability of people involved in running and managing the organisation, and the organisation’s commitment and capability to becoming a quality VET provider.

We expect your application and supporting evidence demonstrates your commitment and capability to deliver quality VET outcomes and meet the requirements of the Education Services for Overseas Students (ESOS) framework.

It is your responsibility to ensure that the information you provide to ASQA is accurate and complete. We may request some further information from you relevant to determining whether to grant you registration to deliver VET to overseas students. If you do not respond in a timely manner, your application may be delayed, or we may proceed and make a decision based on the available information and evidence at the time.

When assessing initial registration applications, we apply a rigorous risk-based assessment methodology. We assess preparedness to meet all aspects of the ESOS Framework. ASQA will verify claims made in the application form, the accompanying application documentation, and/or the supporting evidence you provide. Applicants may be required to participate in interviews with ASQA to support the assessment process, which may be conducted in person or via MS Teams. We may also conduct a site visit of delivery location(s).

## Before you apply

Before applying for initial ESOS registration, you should fully understand an ESOS provider’s responsibilities and obligations.

People applying for initial ESOS registration must demonstrate:

* they are committed and capable of providing quality outcomes for students and achieving and maintaining compliance with the VET Quality Framework and the ESOS Framework, and
* they are ready to commence delivery for overseas students.

If you are unable to demonstrate that you have a genuine commitment and/or capability to deliver quality VET, and/or are not adequately prepared to commence delivery, ASQA is likely to reject your application.

See the [ESOS requirements](https://www.asqa.gov.au/esos-providers/esos-requirements) page on the ASQA website for more information. Also make sure you have read and understood [***Ministerial Direction 111 Order for considering and disposing of offshore Subclass 500 (Student) visa applications***](https://immi.homeaffairs.gov.au/news-media/archive/article?itemId=1282)before submitting your application.

Fit and Proper Person Requirements

ASQA's assessment of your application will include thorough investigation and scrutiny to determine the suitability of persons who apply for ESOS registration. We may engage with other government agencies to determine if the Chief Executive Officer (CEO), executive officers, high managerial agents, and any person/s who exercise a degree of control or influence over the management or direction of the organisation meet the Fit and Proper Person Requirements. This includes consideration of a person's:

* Compliance with the law
* Management history
* Financial record
* Provision of information
* Previous conduct and involvements
* Additional considerations

If ASQA considers there is further information relevant to whether you meet the Fit and Proper Person Requirements, which you did not include in your application, ASQA will let you know. You will have an opportunity to see the information and make comment.

During the assessment of your application, you will be asked to demonstrate:

* how your organisation determines whether a person falls under the requirement to complete a Fit and Proper Person Declaration, especially your *Governing Persons*.
* the system your organisation uses to determine whether a person is, or is not, a fit and proper person; and,
* how these processes and mechanisms have been applied to the CEO and any persons who are considered governing persons, over the management or direction of the registered training organisation, should it be granted registration.

If we determine that a person or persons do not meet the Fit and Proper Person Requirements, under the Standards, the application may be rejected. You can learn more about Fit and Proper Person Requirements on ASQA’s website under the Standards and Practice Guide on Fit and Proper Persons.

## About this form

You should complete the Initial ESOS Registration Application Form (referred to throughout this document as ‘the application form’) if you are seeking registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) to deliver VET courses to overseas students with the Australian Skills Quality Authority (ASQA).

**IMPORTANT - If you are not yet a Registered Training Organisation, you must also complete an Initial RTO registration application form. Information about initial registration application types and other application forms are on the ASQA website.**

Once submitted, you will not be permitted to make changes to the application form, so your responses should be complete, truthful, and accurate. If the information you provide in the application form is found to be incomplete or inaccurate, the application may be rejected.

## You must not provide false or misleading information to ASQA. If you do, this is likely to result in your application being rejected, or your registration being cancelled at a later date if initially approved. Choosing training products

When submitting your application, you must ensure that you include all training products your organisation intends to deliver during the first 2 years of its registration.

## Submitting your application

You should submit the application form via the asqanet portal.

You will be required to upload/enter the following information and documents:

* Your registration details, including:
  + Your legal entity details (ABN/ACN)
  + Head office/principal place of business
  + Ownership details
  + Details of people associated with the organisation
  + Principle Executive Officer (PEO) details
  + Other existing business registrations
  + Type of training organisation
  + Contact details (general enquiries and registration enquiries)
  + Delivery sites
  + Your proposed scope items
* Evidence of your legal entity (Certificate of Registration and ASIC Current and Historical Company Extract)
* Fit and Proper Person Declaration forms for all governing person/s. This includes:
  + Principle Executive Officer (PEO)
  + executive officers
  + owners
  + high managerial agents
  + any person/s who exercises a degree of control or influence over the management or direction of the registered training organisation.
* PEO Statutory Declaration
* Financial Viability Risk Assessment tool and supporting documentation:
  + Business plan
  + Nominated accountant certificate signed within 30 days of submission
  + Bank statement/s
* Your completed Initial ESOS Registration Application Form (this form)
* Your completed Initial RTO Registration Application form (if you are not yet registered and are applying for initial registration)
* Details of your training and assessment strategies and practices for each training product your organisation is proposing to deliver in its first 2 years of registration.
* Course owner approval to deliver accredited courses (if applicable)

Once your application has been submitted and your lodgement fee has been paid, ASQA will review the completeness of your application. Your application will be considered incomplete if you fail to provide all the required information and documents, and your application will be ineligible to progress to the assessment phase.

# Instructions

Answer the questions in each section to describe how your organisation will operate should it be granted registration as an ESOS provider.

At the end of each section, list what evidence your organisation is providing to demonstrate its preparedness to deliver quality services.

To successfully complete the application form, you should:

* ensure that you provide sufficiently comprehensive written responses to all the questions; and
* ensure you have listed all the supporting evidence you can provide related to each part of the application.
* When developing your responses, refer to:
  + guidance on [ASQA's website](https://www.asqa.gov.au)
  + the [*Education Services for Overseas Students Act 2000*](https://www.legislation.gov.au/C2004A00757/latest/versions)
  + the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*
  + [*National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025*](https://www.legislation.gov.au/F2025L00354/asmade/text) (**Outcome Standards**)
  + the [*National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025*](https://www.legislation.gov.au/F2025L00355/asmade/text) on the Federal Register (**Compliance Requirements**); and
  + the **Credential Policy** on the [National Register](https://training.gov.au/resources), training.gov.au.
  + ASQA’s Practice Guides

## Preparing your application

* Read over your application thoroughly before submitting to ensure that you have addressed all the required information for each question. Remember, if the application is incomplete and is not in the approved form it will not proceed to the assessment and decision stages.
* Whilst consultants may assist with preparing the application, the applicant organisation – particularly the PEO – must be actively involved in developing and reviewing the responses and be able to demonstrate that any purchased resources have been appropriately contextualised to reflect your organisation’s specific operational practices, student cohorts and delivery modes. Applications that rely on generic, off-the-shelf documentation without meaningful adaptation are less likely to be approved.
* Check your completed application form before submitting to ensure it is complete, truthful, and accurate.
* [Contact ASQA](https://www.asqa.gov.au/about/contact-us) for help.

# Part 1 – Your Organisation

|  |  |
| --- | --- |
| Name of CEO of organisation | Click or tap here to enter text. |
| Organisation legal name | Click or tap here to enter text. |
| Trading name/s | Click or tap here to enter text. |
| RTO code (only required if you are already a registered training organisation) | Click or tap here to enter text. |
| Name of person/s who completed this application form | Click or tap here to enter text. |
| Role/s within the organisation | Click or tap here to enter text. |
| Date completed | Click or tap to enter a date. |

## Consultants

|  |  |
| --- | --- |
| Did a consultant assist with the completion of this applications form, and/or other aspects of the application for initial ESOS registration?  Yes  No  If yes, complete the rest of this table | |
| Name of consultant | Click or tap here to enter text. |
| Name of consultant’s organisation | Click or tap here to enter text. |
| Consultant’s ABN/ACN | Click or tap here to enter text. |
| Consultant’s contact phone number | Click or tap here to enter text. |
| Consultant’s email address | Click or tap here to enter text. |
| Consultant’s website address | Click or tap here to enter text. |
| Nature of the consultancy | The consultant is contracted to assist with initial registration only  The consultant is contracted to assist with initial registration and to provide ongoing compliance support  Other (please provide details)  Click or tap here to enter text. |

## Information about your organisation

|  |  |
| --- | --- |
| Does your organisation intend to deliver English Language Intensive Courses for Overseas Students (ELICOS) to overseas students studying in Australia?  If yes, you are completing the wrong application form. You need to complete the Initial ESOS (ELICOS) registration application form. | Yes  No |
| Are all owners and executive officers (including the PEO of the organisation Australian residents? | Yes  No |
| Will training and assessment be delivered to overseas students aged under 18 years? | Yes  No |
| Will training and assessment be delivered to school students? | Yes  No |
| Has your RTO delivered VET training products to students in the six months prior to submission of this application?  If you answered 'Yes', complete the Delivery Data and Student Survey Data template and submit it with your supporting evidence. | Yes  No  N/A |
| Will your organisation pursue ongoing formal arrangements with education agents (either within or outside Australia)? | Yes  No |

# Part 2 – Training and assessment

For each training product you intend to deliver:

* complete the Training product details table below for each of your proposed scope items
* complete the fees table

provide details of your training and assessment strategies and practices.

**If you are applying for Initial RTO Registration at the same time as your application for Initial ESOS registration, you do not need to complete this section.**

Note - if you need more rows please include this information in a separate document and attach it with your application. If you do so, ensure you include the file name in the 'Evidence' box at the end of this section.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Training product code and title | Student to teacher ratio | Delivery Location/s (Please provide full addresses) | Location capacity  (maximum number of students who can use the facility at one time) | Delivery mode  (Tick all that apply) | For this training product  (Tick all that apply) |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Online/remote  Self-paced  Face to face at your organisation’s delivery site/s  Face to face at workplaces or other locations  Other (provide details)  Click or tap here to enter text. | Assessment only pathways will be offered  Apprenticeship or traineeship pathways will be offered  Students will participate in work or community placements  There will be students under the age of 18  First Nations students will be a target student cohort  Students with a disability will be a target student cohort  Overseas students will be a target student cohort  Third parties will be used to support delivery of training and/or assessment |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Online/remote  Self-paced  Face to face at your organisation’s delivery site/s  Face to face at workplaces or other locations  Other (provide details)  Click or tap here to enter text. | Assessment only pathways will be offered  Apprenticeship or traineeship pathways will be offered  Students will participate in work or community placements  There will be students under the age of 18  First Nations students will be a target student cohort  Students with a disability will be a target student cohort  Overseas students will be a target student cohort  Third parties will be used to support delivery of training and/or assessment |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Online/remote  Self-paced  Face to face at your organisation’s delivery site/s  Face to face at workplaces or other locations  Other (provide details)  Click or tap here to enter text. | Assessment only pathways will be offered  Apprenticeship or traineeship pathways will be offered  Students will participate in work or community placements  There will be students under the age of 18  First Nations students will be a target student cohort  Students with a disability will be a target student cohort  Overseas students will be a target student cohort  Third parties will be used to support delivery of training and/or assessment |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Online/remote  Self-paced  Face to face at your organisation’s delivery site/s  Face to face at workplaces or other locations  Other (provide details)  Click or tap here to enter text. | Assessment only pathways will be offered  Apprenticeship or traineeship pathways will be offered  Students will participate in work or community placements  There will be students under the age of 18  First Nations students will be a target student cohort  Students with a disability will be a target student cohort  Overseas students will be a target student cohort  Third parties will be used to support delivery of training and/or assessment |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Online/remote  Self-paced  Face to face at your organisation’s delivery site/s  Face to face at workplaces or other locations  Other (provide details)  Click or tap here to enter text. | Assessment only pathways will be offered  Apprenticeship or traineeship pathways will be offered  Students will participate in work or community placements  There will be students under the age of 18  First Nations students will be a target student cohort  Students with a disability will be a target student cohort  Overseas students will be a target student cohort  Third parties will be used to support delivery of training and/or assessment |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Online/remote  Self-paced  Face to face at your organisation’s delivery site/s  Face to face at workplaces or other locations  Other (provide details)  Click or tap here to enter text. | Assessment only pathways will be offered  Apprenticeship or traineeship pathways will be offered  Students will participate in work or community placements  There will be students under the age of 18  First Nations students will be a target student cohort  Students with a disability will be a target student cohort  Overseas students will be a target student cohort  Third parties will be used to support delivery of training and/or assessment |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Online/remote  Self-paced  Face to face at your organisation’s delivery site/s  Face to face at workplaces or other locations  Other (provide details)  Click or tap here to enter text. | Assessment only pathways will be offered  Apprenticeship or traineeship pathways will be offered  Students will participate in work or community placements  There will be students under the age of 18  First Nations students will be a target student cohort  Students with a disability will be a target student cohort  Overseas students will be a target student cohort  Third parties will be used to support delivery of training and/or assessment |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Online/remote  Self-paced  Face to face at your organisation’s delivery site/s  Face to face at workplaces or other locations  Other (provide details)  Click or tap here to enter text. | Assessment only pathways will be offered  Apprenticeship or traineeship pathways will be offered  Students will participate in work or community placements  There will be students under the age of 18  First Nations students will be a target student cohort  Students with a disability will be a target student cohort  Overseas students will be a target student cohort  Third parties will be used to support delivery of training and/or assessment |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Online/remote  Self-paced  Face to face at your organisation’s delivery site/s  Face to face at workplaces or other locations  Other (provide details)  Click or tap here to enter text. | Assessment only pathways will be offered  Apprenticeship or traineeship pathways will be offered  Students will participate in work or community placements  There will be students under the age of 18  First Nations students will be a target student cohort  Students with a disability will be a target student cohort  Overseas students will be a target student cohort  Third parties will be used to support delivery of training and/or assessment |

## Trainers and Assessors

Complete the table below to provide details about your organisation’s trainers and assessors. If you have more than 10 trainers/assessors, please attach this information in a separate document and submit it with your application.

| Name | Relevant qualifications and experience | Organisation that issued qualification | Training product/s person will deliver (code and title) |
| --- | --- | --- | --- |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Fees

Complete this table to provide a breakdown of the fees your organisation will charge for each proposed training product.

Note - If you need to add more lines, please include this information in a separate document and attach it with your application.

|  |  |
| --- | --- |
| **Training product code and title** | **Fees per overseas student** |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. |

|  |
| --- |
| **List the supporting evidence you can provide related to training and assessment**  Click or tap here to enter text. |

# Part 3 – ESOS Delivery Sites

Complete this table for each ESOS delivery location. If you have more than three delivery sites, please attach this information in a separate document and submit it with your application.

If you are submitting an initial RTO registration application at the same time as submitting your initial ESOS registration application, you are only required to provide this information for each delivery site once.

**Delivery Site 1**

|  |  |
| --- | --- |
| Delivery site name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Delivery site is approved for educational use | Yes (please provide evidence)  No |
| Contact person at delivery site | Click or tap here to enter text. |
| Contact person phone number | Click or tap here to enter text. |
| Contact person email address | Click or tap here to enter text. |
| Training products to be delivered at this location (list all, including code and title) | Click or tap here to enter text. |
| Describe the facilities, equipment and resources available for use at this location | Click or tap here to enter text. |
| Maximum capacity | Click or tap here to enter text. |
| Access arrangements | Exclusive access for my organisation  Shared access with other organisations (**Note:** if you will be sharing resources or locations with any other person/organisation please complete the table below for each person/organisation with whom you will be sharing. Click or tap here to enter text.  Hired/leased on an ‘as needs’ basis  Other (please describe)  Click or tap here to enter text. |
| Describe your organisation’s strategies for monitoring and assuring the safety and suitability of the facilities, resources and equipment at this delivery site. | Click or tap here to enter text. |
| If this delivery site contains simulated environments, describe how your organisation has ensured they accurately reflect real world conditions. | Click or tap here to enter text. |
| List any evidence you can provide to demonstrate your access and the suitability of the facilities, resources and equipment at this delivery location. | Click or tap here to enter text. |

**Delivery Site 2**

|  |  |
| --- | --- |
| Delivery site name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Delivery site is approved for educational use | Yes (please provide evidence)  No |
| Contact person at delivery site | Click or tap here to enter text. |
| Contact person phone number | Click or tap here to enter text. |
| Contact person email address | Click or tap here to enter text. |
| Training products to be delivered at this location (list all, including code and title) | Click or tap here to enter text. |
| Describe the facilities, equipment and resources available for use at this location | Click or tap here to enter text. |
| Maximum capacity | Click or tap here to enter text. |
| Access arrangements | Exclusive access for my organisation  Shared access with other organisations (**Note:** if you will be sharing resources or locations with any other person/organisation please complete the table below for each person/organisation with whom you will be sharing. Click or tap here to enter text.  Hired/leased on an ‘as needs’ basis  Other (please describe)  Click or tap here to enter text. |
| Describe your organisation’s strategies for monitoring and assuring the safety and suitability of the facilities, resources and equipment at this delivery site. | Click or tap here to enter text. |
| If this delivery site contains simulated environments, describe how your organisation has ensured they accurately reflect real world conditions. | Click or tap here to enter text. |
| List any evidence you can provide to demonstrate your access and the suitability of the facilities, resources and equipment at this delivery location. | Click or tap here to enter text. |

**Delivery Site 3**

|  |  |
| --- | --- |
| Delivery site name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Delivery site is approved for educational use | Yes (please provide evidence)  No |
| Contact person at delivery site | Click or tap here to enter text. |
| Contact person phone number | Click or tap here to enter text. |
| Contact person email address | Click or tap here to enter text. |
| Training products to be delivered at this location (list all, including code and title) | Click or tap here to enter text. |
| Describe the facilities, equipment and resources available for use at this location | Click or tap here to enter text. |
| Maximum capacity | Click or tap here to enter text. |
| Access arrangements | Exclusive access for my organisation  Shared access with other organisations (**Note:** if you will be sharing resources or locations with any other person/organisation please complete the table below for each person/organisation with whom you will be sharing. Click or tap here to enter text.  Hired/leased on an ‘as needs’ basis  Other (please describe)  Click or tap here to enter text. |
| Describe your organisation’s strategies for monitoring and assuring the safety and suitability of the facilities, resources and equipment at this delivery site. | Click or tap here to enter text. |
| If this delivery site contains simulated environments, describe how your organisation has ensured they accurately reflect real world conditions. | Click or tap here to enter text. |
| List any evidence you can provide to demonstrate your access and the suitability of the facilities, resources and equipment at this delivery location. | Click or tap here to enter text. |

## Shared locations/resources

|  |  |
| --- | --- |
| Name of person/organisation | Click or tap here to enter text. |
| ABN/ACN of person/organisation | Click or tap here to enter text. |
| Person/organisation contact phone number | Click or tap here to enter text. |
| Person/organisation email address | Click or tap here to enter text. |
| Location of shared resources (provide full address) | Click or tap here to enter text. |
| Describe the shard resources (i.e., what is being shared?) | Click or tap here to enter text. |
| Which training products/units of competency are the shared resources for? | Click or tap here to enter text. |
| Name/s of trainers and assessors who will be using or accessing the shared resources or locations | Click or tap here to enter text. |
| Describe the sharing arrangements | Click or tap here to enter text. |
| Are the sharing arrangements supported by a written agreement | Yes (If yes, provide the file name of the written agreement and ensure you provide it as supporting evidence with your application)  Click or tap here to enter text.  No |

|  |
| --- |
| **List the supporting evidence you can provide related to delivery sites and any shared locations/resources**  Click or tap here to enter text. |

# Part 4 – Organisational Leadership and Governing Persons

1. Describe your organisation’s vision and purpose, including why you want to become an ESOS provider.

**If you are submitting an initial RTO registration application at the same time as submitting your initial ESOS registration application, you do not need to complete the rest of the questions in this section.**

|  |
| --- |
| **Your response:**  Click or tap here to enter text. |

1. Complete the table below to show all governing persons in your organisation. If you have more than 6 governing persons, please attach this information in a separate document and submit it with your application.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of person | Role in the organisation | Is this person an Australian citizen or resident? | Fit and Proper Person declaration provided |
| Click or tap here to enter text. | Click or tap here to enter text. | Yes  No | Yes  No |
| Click or tap here to enter text. | Click or tap here to enter text. | Yes  No | Yes  No |
| Click or tap here to enter text. | Click or tap here to enter text. | Yes  No | Yes  No |
| Click or tap here to enter text. | Click or tap here to enter text. | Yes  No | Yes  No |
| Click or tap here to enter text. | Click or tap here to enter text. | Yes  No | Yes  No |
| Click or tap here to enter text. | Click or tap here to enter text. | Yes  No | Yes  No |

1. Describe how your organisation has ensured that all governing persons are fit and proper to be registered as an ESOS provider.

|  |
| --- |
| **Your response:**  Click or tap here to enter text. |

1. Describe what makes the governing persons in your organisation capable of ensuring the organisation delivers high quality vocational education and training.

|  |
| --- |
| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will ensure that governing persons drive a positive culture and hold staff and others accountable for high quality training delivery.

|  |
| --- |
| **Your response:**  Click or tap here to enter text. |

1. Describe how and when your organisation will evaluate the effectiveness of its governance structures and systems and continuously improve its governance operations.

|  |
| --- |
| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will recognise and respond to behaviours or individuals in the organisation who are undertaking concerning or suspicious activity.

|  |
| --- |
| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation has ensured that its governing persons do not have conflicting interests in other corporations or organisations.

|  |
| --- |
| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will use data and evidence to support its compliance and integrity.

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| **Your response:**  Click or tap here to enter text. |

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| **List the supporting evidence you can provide related to organisational leadership and governing persons**  Click or tap here to enter text. |

# Part 5 – Risk management

1. Describe how your organisation will take reasonable steps to ensure a safe environment on campus for overseas students.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will identify, respond to, and manage critical incidents involving overseas students.

If you are submitting an initial RTO registration application at the same time as submitting your initial ESOS registration application, you do not need to complete the rest of the questions in this section.

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| **Your response:**  Click or tap here to enter text. |

1. Describe your organisation’s strategies for identifying and treating risks to students, staff and the organisation.

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| **Your response:**  Click or tap here to enter text. |

1. Describe your organisation’s strategies for identifying and treating risks to the organisation’s ongoing compliance with the Standards.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how staff in your organisation will be supported to proactively raise and report areas for improvement or compliance issues.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will anticipate, identify, and treat financial risks to ensure the stability of the RTO’s financial position.

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| **Your response:**  Click or tap here to enter text. |

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| **List the supporting evidence you can provide related to risk management**  Click or tap here to enter text. |

# Part 6 – Overseas student marketing, recruitment and enrolment

1. Describe your organisation’s strategies for recruiting overseas students.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will ensure that marketing and promotion of courses for overseas students is not false or misleading.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will ensure the suitability of overseas students to enrol into a course.

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| **Your response:**  Click or tap here to enter text. |

1. Describe your organisation’s strategies for formalising overseas student enrolments through written agreements.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will ensure that written agreements with overseas students or intending overseas students are consistent with the requirements of the National Code.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will manage overseas student transfer requests.

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| **Your response:**  Click or tap here to enter text. |

1. Describe the circumstances under which your organisation would extend the duration of overseas student enrolments, and how this will be managed.

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| **Your response:**  Click or tap here to enter text. |

1. Describe the circumstances under which your organisation would defer, suspend, or cancel an overseas student’s enrolment, and how this will be managed.

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| **Your response:**  Click or tap here to enter text. |

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| **List the supporting evidence you can provide related to Overseas student marketing, recruitment and enrolment**  Click or tap here to enter text. |

## Education Agents

**If your organisation will not use Education Agents to recruit overseas students, you do not need to answer the rest of the questions in this section.**

1. Describe how your organisation will ensure that written agreements with education agents are consistent with the requirements of the National Code.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will ensure that information about education agents engaged by your organisation is kept up to date in PRISMS.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will monitor education agent practices to ensure they are practicing compliantly and ethically.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will respond to non-compliant or unethical education agent behaviours or practices.

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| **Your response:**  Click or tap here to enter text. |

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| **List the supporting evidence you can provide related to Education Agents**  Click or tap here to enter text. |

**Part 7 – Overseas Student Support, Wellbeing and Inclusion**

1. Describe how your organisation will ensure all overseas students are provided with a current and age and culturally appropriate orientation program, including students who are late arrivals or commencing at different entry points.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will monitor overseas student progress.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will manage unsatisfactory course progress for overseas students.

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| **Your response:**  Click or tap here to enter text. |

If you are submitting an initial RTO registration application at the same time as submitting your initial ESOS registration application, you do not need to complete the rest of the questions in this section.

1. Describe how your organisation will provide support for overseas students who are at risk or potentially at risk of not making adequate progress with their training.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will provide overseas students with information about actions they can take, organisations they can contact, and services that are available to support their wellbeing and progression through training and assessment.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will identify the wellbeing needs of overseas students.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will train and support its staff to provide appropriate wellbeing support for overseas students.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will ensure learning and assessment environments that are safe, accessible, and welcoming of students and is free from racism, discrimination, or any other sort of harassment?

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will support students who have cultural obligations?

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will support its staff to understand socially inclusive practices and how to appropriately work with diverse cohorts.

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| **Your response:**  Click or tap here to enter text. |

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| **List the supporting evidence you can provide related to Overseas Student Support, Wellbeing and Inclusion**  Click or tap here to enter text. |

# Part 7 – Overseas Students under the age of 18

1. Describe how your organisation will ensure overseas students under the age of 18 are provided with age and culturally appropriate information about who to contact in emergency situations.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will support overseas students under the age of 18 to seek assistance and report any incident or allegation involving actual or alleged sexual, physical or other abuse.

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| **Your response:**  Click or tap here to enter text. |

1. Describe how your organisation will manage accommodation, support and general welfare arrangements for overseas students under the age of 18.

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| **Your response:**  Click or tap here to enter text. |

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| **List the supporting evidence you can provide related to Overseas Students under the age of 18**  Click or tap here to enter text. |

**Part 8 – Confirmation and Signature**

I Click or tap here to enter text. confirm that:

1. The information provided in this application is true and complete and accurately reflects the intended practices of my organisation.
2. I have reviewed and provided all the required information and evidence.
3. My organisation is ready to commence delivery.
4. I understand:
   1. the application will be incomplete if I do not produce all the required supporting evidence at the time of submission.
   2. information and evidence provided in an application for initial registration cannot be amended once the application has been accepted.
   3. if my application is incomplete, it will not be accepted and will not be assessed.
   4. Once accepted, the assessment of an application for initial registration will include:
      1. assessment of supporting documentation against the VET Quality Framework and the ESOS Framework; and
      2. validation of information and evidence, which may include assessment interviews and site visits. These will be conducted either in person or via teleconferencing.
   5. I may be required to participate in assessment interviews to support ASQA’s assessment of this application.
   6. ASQA may refuse the application for initial registration under the following circumstances:
      1. Information or evidence I provide is found to be false or misleading.
      2. I fail to provide information or evidence requested by ASQA in the specified time, or in the required form.
      3. My application has not demonstrated that my organisation will be fully compliant with the ESOS Framework and/or the VET Quality Framework from the date of registration.
      4. I have not demonstrated commitment and/or capability to deliver quality education and training which is appropriate for overseas students.
      5. ASQA determines key people or persons in my organisation not to be fit and proper under the Standards.
      6. I have not demonstrated to the satisfaction of the regulator that my organisation will be financially viable.
5. I understand my obligations should my organisation be granted registration, including, but not limited to:
   1. I will be legally responsible for the RTO and its compliance with the VET Quality Framework under the National Vocational Education and Training Regulator Act 2011 (NVR Act), and the ESOS Framework under the Education Services for Overseas Students Act 2000 (ESOS Act).
   2. I will be required to provide accurate and truthful responses to information requests from ASQA relevant to my organisation’s registration.
   3. I will be required to cooperate with ASQA in the conduct of audits and monitoring of my organisation’s operations.
   4. I will be required to provide ASQA with information about substantial changes to my organisation’s operations or any event which would significantly affect my organisation’s ability to comply with these standards.
   5. I will be required to provide ASQA with information about significant changes to the organisation’s ownership.
   6. I will be required to notify ASQA of any agreements my organisation enters into agreements with third parties delivering services on behalf of my organisation, and I will be responsible for ensuring third parties I engage cooperate with ASQA. This includes education agents.
6. I understand that if my organisation is granted registration and I am subsequently found to not comply with any of the requirements of the ESOS Framework and/or the VET Quality Framework, ASQA may take action against my RTO which could include:
   1. imposing sanctions on registration, such as cancellation of my RTO’s registration.
   2. imposing conditions on registration.
   3. issuing an infringement notice.
   4. commencing legal proceedings.
7. I understand that ASQA, as the national VET regulator:
   1. May impose conditions on my organisation’s registration upon granting of registration or any time thereafter.
   2. May share information about this application with other state registering bodies and with other relevant bodies, authorities, persons, and agencies in accordance with the NVR Act
   3. May refuse this application if my organisation fails to provide true and correct information by act or omission of a material nature in this application.
8. I acknowledge that:
   1. If my application is incomplete, the application fee may not be refunded.
   2. If I choose to withdraw my application after assessment of it has commenced, the assessment fee, or part of it, may not be refunded.
9. I understand:
   1. if ASQA does not approve my application, I will receive a letter to explain why.
   2. if I disagree with the reasons why my application was rejected, I may request a review of the decision.

**Knowingly giving false or misleading information is a serious offence.**

Name of PEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_