Guide to initial ESOS registration

Guide

Version 1.5 | December 2025
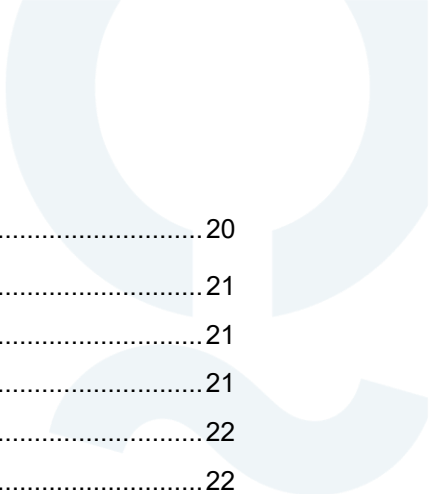
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Introduction

This guide provides information and guidance for people who are considering applying for registration as an Education Services for Overseas Students (ESOS) provider so that they may recruit, enrol, and provide vocational education and training (VET) courses for overseas students.

This includes applying for registration on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Registration on CRICOS allows providers to offer courses to overseas students studying, or intending to study, in Australia on student visas.

The Australian Skills Quality Authority (ASQA) is the national regulator for Australia's 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 practices which are disingenuous or seek to exploit overseas students, we are committed to ensuring that we only grant registration 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 become a quality ESOS provider.

We apply a rigorous assessment process to applicants seeking to enter the overseas student VET market, and all applicants will have their capability and commitment thoroughly assessed before a decision is made to approve their registration.

What is in this guide?

This guide contains information about:

- eligibility to become an ESOS provider
- ESOS registration requirements
- determining the scope of your ESOS registration
- ensuring your preparedness to deliver training to overseas students
- preparing your application
- submitting your application
- how we assess applications.

Eligibility to become an ESOS provider

Before applying to ASQA for initial ESOS registration, ensure that you are eligible to do so.

RTO registration

All ESOS providers who deliver VET courses must also be registered training organisations (RTOs).

ASQA can register the following types of ESOS providers:

- existing RTOs seeking to offer VET courses for overseas students
- new or existing RTOs seeking to offer English Language Intensive Courses for Overseas Students (ELICOS) courses, except where the ELICOS course is delivered:
  - by the provider in its capacity as a school
  - by the provider in its capacity as a higher education provider, or
  - under an 'entry arrangement' with at least one higher education provider.

Providers applying for ESOS registration must demonstrate that they have delivered one or more VET courses to domestic students in Australia for consecutive study periods, for at least two years, unless exempt.

- weekends, holidays, and semester breaks are included in the two year period of delivery and do not interrupt consecutive study periods.

- exempt providers include:

  o registered providers

  o ELICOS only providers

  o Table A providers under the *Higher Education Support Act 2003*

ESOS registration to deliver ELICOS courses

All ELICOS course providers need to be registered as ESOS providers, but not all ELICOS course providers need to be RTOs:

Proposed Scope	Required registration
ELICOS courses only	ESOS registration
VET and ELICOS courses	RTO registration and ESOS registration

If you are already an ESOS provider registered with ASQA and you want to deliver ELICOS courses, you should submit an application to change your ESOS registration. See the Change ESOS registration page on ASQA's website for more information.

ASQA does not regulate ELICOS courses delivered by an ESOS provider operating as:

- a school – in this case, you should apply to 'the relevant state regulatory body'

- a higher education provider or as part of a pathway program for entry into a higher education institution – in this case, you should apply to the Tertiary Education Quality Standards Agency (TEQSA).

Payment of fees and charges associated with registration

Applicants are required to pay all fees and charges associated with registration as and when due. Registration applications will not be processed by ASQA until all outstanding invoices have been paid.

ASQA fees and charges are detailed on the Current ASQA fees and charges page on ASQA's website. You should familiarise yourself with the ongoing fees and charges associated with ongoing registration so they can be factored into your organisation's financial planning.

To lodge an application for initial ESOS registration, there are two fees that are payable:

Initial registration application fee or Lodgement fee	A lodgement fee invoice is generated and available following submission of your application. Processing of the application is subject to payment of the invoice.	$600[*]
Initial registration assessment fee	You will receive an assessment fee invoice when we have confirmed your application is complete. This needs to be paid before your application is assessed.	$8000[†]

Conditions of registration

ESOS provider responsibilities and obligations

Before submitting an application, you should ensure you have a thorough understanding of the responsibilities and obligations that come with being an ESOS provider.

See the ESOS Requirements page on ASQA's website for more information.

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[*] Correct at the time of publishing. Please ensure you check up to date information about fees on ASQA's website.
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Ongoing compliance with the ESOS Framework and the VET Quality Framework

ASQA assesses applications for Initial ESOS Registration against the ESOS Framework and the VET Quality Framework, including:

- the _Education Services for Overseas Students Act 2000_ (ESOS Act)
- the _National Code of Practice for Providers of Education and Training to Overseas Students 2018_ (the National Code)
- the _National Vocational Education and Training Regulator (Outcome Standards for Registered Training Organisations) Instrument 2025_ (Outcome Standards)
  - the _National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025_ (Compliance Requirements)
  - the Australian Qualifications Framework (AQF)
  - the _National Vocational Education and Training Regulator (Financial Viability Risk Assessment Requirements) Instrument 2021_ (Financial Viability Risk Assessment Requirements)
  - the _National Vocational Education and Training Regulator (Data Provision Requirements) Instrument 2020_ (Data Provision Requirements)
  - Obligatory payments to the Tuition Protection Service (TPS)
  - the Credential Policy.

Applicants should also be familiar with _Ministerial Direction 111 Order for considering and disposing of offshore Subclass 500 (Student) visa applications_.

Assessment of initial ESOS registration applications uses a risk-based approach, evaluating the organisation's ability to deliver quality VET to overseas students and comply with its obligations. ASQA will only approve applications where it is satisfied with the suitability of people involved in running and managing the organisation, the applicant's commitment and capability to deliver quality VET and that the organisation's governance, systems and processes will enable it to deliver outcomes for students and maintain compliance with the obligations.

Once registered, **ESOS providers must maintain compliance with the ESOS Framework and VET Quality Framework at all times**.

Some key elements of the ESOS and VET Quality Framework – and ASQA's expectations for those applying for initial registration as an ESOS provider – are described in further detail below.

Obligations of registered providers under the ESOS Act

Part 3 of the ESOS Act sets out obligations for registered ESOS providers, including requirements:

- not to engage in in misleading or deceptive conduct
- to notify ASQA of offences by associates and high managerial agents
- to notify ASQA of certain events, including events that would significantly affect the provider's ability to comply with the ESOS Act
- regarding tuition fee payments

- to give specific information about accepted students to ASQA
- regarding recordkeeping
- regarding education agents
- to contribute annually to the Tuition Protection Service (TPS) and meet other obligations outlined at the TPS website
- to maintain separate accounts for overseas student tuition fees
- to comply with the National Code

National Code

The National Code is a set of nationally consistent standards and procedures for registered ESOS providers and persons who deliver education services on behalf of registered providers. The National Code consists of the following standards:

- **Standard 1 Marketing information and practices:** requirements to ensure the marketing of their courses and services is not false or misleading.

- **Standard 2 Recruitment of an overseas student:** requirements regarding the responsible recruitment of students, including ensuring they are appropriately qualified for the course for which they seek enrolment and have sufficient information to make informed decisions.

- **Standard 3 Formalisation of enrolment and written agreements:** requirements for providers to maintain written agreements with enrolled overseas students.

- **Standard 4 Education agents:** requirements for providers to ensure their education agents act ethically, honestly and in the best interests of overseas students.

- **Standard 5 Younger overseas students:** requirements to protect the safety and wellbeing of overseas students aged under 18 years of age.

- **Standard 6 Overseas student support services:** requirements for providers to assist overseas students to adjust to study and life in Australia, including by providing orientation, support and information.

- **Standard 7 Overseas student transfers:** requirements for providers in managing overseas student transfers between providers.

- **Standard 8 Overseas student visa requirements:** requirements for providers to safeguard the integrity of Australia's migration laws by supporting overseas students to complete their course within the required duration and fulfil their visa requirements for course attendance and course progress.

- **Standard 9 Deferring, suspending or cancelling the overseas student's enrolment:** requirements for providers in managing the enrolment of overseas students and maintaining updated student information in the Provider Registration and International Student Management System (PRISMS) database.

- **Standard 10 Complaints and appeals:** requirements for providers to provide overseas students with access to complaints and appeals processes.

- **Standard 11 Additional registration requirements:** requirements for providers to maintain their CRICOS registration and ensure ASQA approves, and has up-to-date information on, specific aspects of the provider's operations and registered courses.

Applicants seeking to become ESOS providers will need to demonstrate their compliance with the National Code.

Outcome Standards

The Outcome Standards are a foundation for quality training – describing the key factors that contribute to quality VET. They set out the key elements of quality training and assessment, which organisations must demonstrate to be registered, and maintain registration, as a training provider.

The Outcome Standards are structured against four overarching Quality Areas, each with an Outcome Statement which describes the overarching outcome.

Quality Areas	Quality Area Outcome Statements
1. Training and assessment	Quality training and assessment engages VET students and enables them to attain nationally recognised, industry relevant competencies.
2. VET student support	VET students are treated fairly and properly informed, supported and protected.
3. VET Workforce	VET students are trained, assessed and supported by people who are qualified, skilled and committed to professional development.
4. Governance	Effective governance and a commitment to continuous improvement supports the quality and integrity of VET delivery.

For each Quality Area, there are a number of outcomes-focused standards, each supported by a set of performance indicators, which set out the things an RTO must demonstrate to meet the standard.

RTOs are expected to have governance, systems and processes in place to enable them to meet the outcomes described in the Outcome Standards; and to undertake ongoing self-assurance against the Outcome Standards throughout their registration to ensure they continue to achieve the outcomes and continuously improve.

ASQA has developed Practice Guides to support providers' understanding of our regulatory expectations. The Practice Guides must be read alongside the relevant legislation to ensure regulatory obligations are fully met.

Compliance Requirements

The Compliance Requirements set out requirements relating to accountability, integrity of nationally recognised training products and information and transparency that RTOs must meet at all times to protect their students and support the integrity of Australia's VET sector.

As part of your application for registration, you will be required to demonstrate how you will ensure compliance with these requirements, including:

- how your organisation will ensure that all advertisements or marketing materials include the required information, accurately represent the service offering and do not mislead students

- how your organisation will ensure that it does not issue AQF certification documentation to a student who has not been assessed as fully meeting the requirements of the training product
- how your organisation will ensure that when an eligible student is assessed as meeting the requirements of the training product, they are issued with AQF certification documentation within 30 calendar days from the completion of assessment
- your organisation's systems for maintaining records of AQF certification and student assessments
- how your organisation will ensure that it does not issue AQF certification documentation to a student who has not been assessed as fully meeting the requirements of the training product
- how your organisation will ensure that the VET qualifications and VET statements of attainment it issues contain the required information
- how your organisation will collect and validate student identifiers
- how your organisation will ensure that student information is protected under privacy legislation
- where you propose to engage third parties to support delivery of training and/or assessment, how you will ensure the provision of the services is governed by a written agreement that meets requirements.

Fit and Proper Person Requirements

All governing persons must meet the Fit and Proper Person Requirements. Governing persons include any person responsible for overseeing, directing, or exercising a degree of control or influence over the management or operation of an NVR registered training organisation, including executive officers and high managerial agents. The Fit and Proper Person Requirements are set out in Schedule 1 of the *National Vocational Education and Training Regulator (Compliance Standards for NVR Registered Training Organisations and Fit and Proper Person Requirements) Instrument 2025 (Compliance Requirements)*. These requirements seek to ensure that these people are suitable to direct or manage the RTO

ASQA's assessment of your application will include thorough investigation and scrutiny to determine the suitability of persons who apply for initial RTO registration. This includes consideration of a person's:

- compliance with the law
- management history
- financial record
- provision of false or misleading information
- previous conduct and involvements; and
- whether the public is unlikely to have confidence in the person's suitability to be involved in an organisation that provides, assesses or issues nationally recognised qualifications.

In the course of assessing your application, ASQA may take into account information not submitted by you, including intelligence obtained from other regulatory bodies or sources to which ASQA has access. Should such information be relevant to determining whether you satisfy the Fit and Proper Person Requirements, ASQA will notify you and provide you with an opportunity to review the material and submit a response.

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.

- how you have ensured that all governing persons meet the Fit and Proper Persons Requirements, including that governing persons do not have conflicting interests in other corporations or organisations

- how you will recognise and respond to behaviours or individuals in the organisation who are undertaking concerning or suspicious activity.

If we determine that a person or persons do not meet the Fit and Proper Person Requirements, the application may be rejected.

Financial Viability

Any organisation applying for registration with ASQA must demonstrate it has developed the foundations of a sustainable business. At the time its initial registration application is submitted, the organisation must have been independently assessed as a financially viable business entity.

ASQA has authority to assess an organisation's financial viability under legislation, specifically:

- the _National Vocational Education and Training Regulator Act 2011_ for applicants seeking to become a registered training organisation, and

- the _Education Services for Overseas Students Act 2000_ for applicants seeking to be listed on CRICOS to offer courses to overseas students.

The assessment of financial viability must be undertaken by the applicant and their nominated accountant before the applicant submits an application for initial registration. This assists applicants to gain a realistic understanding of the financial requirements of becoming an ESOS Provider and an independent assessment of the sustainability of their proposed business, before undertaking the extensive initial registration process.

A 'nominated accountant' is the accountant engaged by an organisation applying for registration. The nominated accountant must be:

- a member of one or more of the following professional bodies: CPA Australia, The Institute of Chartered Accountants in Australia, or The Institute of Public Accountants, or

- registered with the Australian Securities and Investment Commission as an auditor

- completely independent from the organisation applying for registration. This means they must not have any financial stake in the organisation or any other personal or business interest that could affect their objectivity.

Completing ASQA's Financial Viability Risk Assessment Tools requires applicants to:

- answer a series of questions about their organisation's financial viability, including questions about forecasted financial projections, business ratios, and accounting systems

- provide forecasted financial information for the next 12 and 24 months

- provide a declaration certifying the information provided in the pack is valid, and

- provide a declaration from their nominated accountant, certifying the financial viability of the new business entity.

ASQA assesses each organisation's financial viability risk when considering applications for registration. ASQA will use this assessment as one of a range of regulatory checks when making a risk-based consideration about whether the organisation's application is approved.

Credential Policy

The Credential Policy outlines the credentials required for trainers and assessors undertaking particular training and assessment activities or roles. RTOs must comply with the Credential Policy (as referenced within the Outcome Standards) to ensure training is delivered by properly qualified and credentialled people.

The Credential Policy sets out credential requirements for:

- delivery of training and assessment broadly
- delivery of training and assessment for training products from the TAE Training Package
- validation of assessment.

This includes requirements for people working under direction and people providing direction.

As part of your application, you will be required to demonstrate how you will ensure compliance with the Credential Policy, including:

- how you have authenticated the credentials of the trainers and assessors
- who will take part in validation activities, how will they be selected and how will you ensure they are suitably qualified and independent
- how you will use industry experts (where applicable), including how will they enhance the real-world application of training and assessment
- how you will ensure appropriate supervision and guidance for industry experts or trainers and assessors who do not meet the Credential Policy
- how you will assure the quality of practices of industry experts or trainers or assessors who do not meet the Credential Policy
- how you will ensure industry experts or trainers and assessors who do not meet the Credential Policy are not making assessment judgements.

Co-operation with ASQA

Providers in ASQA's jurisdiction are responsible for:

- cooperating with ASQA
- ensuring any third-party delivering services on the RTO's behalf is required to cooperate with ASQA.

This includes:

- providing accurate and truthful responses to information requests from ASQA relevant to the registration application
- co-operating with ASQA during performance assessments and the monitoring activities
- providing quality indicator data
- providing information about substantial changes to its operations or any event that would significantly affect the RTO's ability to be compliant with the legislative and regulatory requirements within 10 calendars days of the change occurring.

- providing information about significant changes to its ownership within 10 calendar days of the change occurring or as soon as practicable before the change takes effect

- retention, archiving, retrieval, and transfer of records.

- providing accurate and factual responses to information requests from ASQA relevant to the delivery of services by third parties, including education agents.

When applying for initial ESOS registration, the information and documentation you provide to ASQA must be accurate, truthful, and authentic. Any information and documentation provided must be an accurate representation of your intended practices. Where it is determined that information or documentation you have provided with your initial ESOS registration application is false, inaccurate, or misleading, your application is likely to be rejected.

Scope of registration

Your proposed scope can include VET training package qualifications, accredited courses, and units of competency. You can find out more information on training package requirements on the national register of vocational education and training.

Choosing training products

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

Newly registered RTOs are not permitted to apply to add training products to their approved scope until they have been registered for a period of 24 months or more. This is to ensure new providers focus on providing quality training or assessment for the products they are initially approved to deliver, and so that we may ensure that the provider has demonstrated understanding of the educational integrity and commitment required to operate in the VET sector prior to expanding its course offerings.

Identifying areas of skills need

When selecting training products for your initial registration application, it is important to make strategic and informed choices that reflect both your organisation's capabilities and the needs of the VET sector.

Under section 17B of the NVR Act, ASQA has the authority to prioritise the order in which it considers applications. This means ASQA is not required to assess applications strictly in the order they are received.

ASQA may exercise this discretion to prioritise applications that align with national priorities, such as those that address identified areas of skills need (and may deprioritise applications that target training products in saturated markets). This approach helps ensure that the VET sector is responsive to emerging workforce demands and supports the delivery of quality training in critical industries.

As such, applicants should be aware that their application may be expedited or delayed depending on how it aligns with these broader strategic priorities.

Industry approvals for certain training products

Some VET qualifications allow graduates to apply for a licence or work in a specific job role. To add certain training products to your scope of registration you need to show an approval from the relevant industry regulator.

See the Other licensing and registration requirements page on ASQA's website for more information.

VET accredited courses

You need to provide evidence the course owner has given you permission to deliver a VET accredited course. The national register of vocational education and training identifies course owners for each VET accredited course.

Restrictions on delivery of Training and Education (TAE) Training Package products

You need to be registered for at least two years to be eligible to apply for certain training products from the TAE Training Package.

See the TAE training package evidence page on ASQA's website for more information.

Preparedness to deliver VET courses to overseas students

Capability and commitment

Applying to become an RTO and an ESOS Provider is a serious undertaking – not just a business opportunity, but a commitment to delivering quality VET that meets national standards and serves the needs of both domestic and overseas students, as well as industry.

ASQA expects all applicants to demonstrate that they are:

- **genuinely ready and fully prepared** to operate as an RTO and ESOS provider from day one of registration. This means having:
  - governance, systems and processes to meet the requirements of the VET Quality Framework and ESOS framework, ensure ongoing compliance and continuously improve
  - appropriately skilled and qualified trainers and assessors in place
  - robust training and assessment strategies and practices that meet the requirements of the 2025 Standards and the AQF
  - student information and support services available
  - access to appropriate facilities, equipment and learning resources.
- **capable of, and committed to, delivering quality VET to overseas students**
  - It is not sufficient to have a business plan or to purchase generic policies and training materials. You must demonstrate that your organisation has the skills, experience and infrastructure to deliver training that leads to meaningful outcomes for students and employers. ASQA will assess your capacity to deliver each training product you apply for.

○ Australia's VET sector has a strong reputation for quality, both within Australia and internationally. Becoming an RTO and ESOS provider means taking on a long-term responsibility to uphold the integrity of the VET sector. This includes delivering quality training and assessment that engages students and enables them to attain nationally recognised, industry relevant competencies.

To meet this responsibility, organisations must:

○ act with integrity

○ show a deep commitment to delivering quality training and assessment

○ maintain a qualified, skilled and supported workforce

○ engage with industry and community on an ongoing basis

○ support learners from diverse backgrounds and abilities

○ treat students fairly, ensuring they are well-informed, supported and protected

○ monitor performance and continuously improve.

If your organisation is not yet ready – or if your motivation is primarily commercial without a clear commitment to quality and compliance – you should not apply until you can demonstrate genuine readiness and intent.

Resourcing requirements

Applicants seeking initial ESOS registration are expected to have access to all required resources for each training product included in their application at the time of submission.

A prospective provider that submits an application is declaring that their organisation is ready to start delivering training immediately. If they are not completely prepared and do not have adequate resources, their application is likely to be rejected.

Resources include, but are not limited to:

- trainers and assessors
- educational and support services
- learning resources
- facilities
- equipment
- assessment systems
- an Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) compliant student management system or data entry tool.

See the Resourcing requirements page on ASQA's website for more information.

Delivery locations

You need to tell us about all delivery locations you intend to use on an ongoing basis.

This includes locations:

- in Australia and offshore
- where third parties deliver VET courses for you on a regular basis.

Delivery location means the location, site, or campus where you will usually deliver training to students.

If you intend to deliver training at your head office or principal place of business, you need to record it as a delivery location as well.

You also need to tell us if you intend to deliver training online.

Preparing your application

Application forms

All applications for initial registration must be accompanied by a completed initial registration application form. All initial registration application forms can be found in the Forms page on ASQA's website. All applicants for ESOS registration must demonstrate two years of domestic VET delivery unless exempt.

The table below describes which application forms need to be completed for the different types of application:

Proposed scope items and student cohorts	Provider status	Required Application forms
VET courses for domestic students	No current registration	Initial RTO Registration Application Form
VET courses for domestic and overseas students	Currently registered as an RTO	Initial ESOS registration application form
ELICOS courses for overseas students	Currently registered as an RTO	Initial ESOS registration (ELICOS) application form
VET and ELICOS courses for overseas students	Currently registered as an RTO	Initial ESOS registration (ELICOS) application form
VET courses for domestic and/or overseas students; **AND** ELICOS courses for overseas students.	No current registration	Initial RTO Registration Application Form; **AND** Initial ESOS registration (ELICOS) application form

Initial registration application forms collect information and evidence of your organisation's intended practices, which will be considered with other information and supporting evidence available to ASQA to determine if your organisation is able to meet the requirements of the ESOS Framework and the VET Quality Framework from the date of registration.

Where ASQA takes account of information not provided by you, ASQA will let you know, and you will have an opportunity to see that information and comment on it.

Once submitted, you will not be permitted to re-submit 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 is likely to 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.

Principal Executive Officer (PEO) Statutory Declaration

All applications for initial registration must be accompanied by a signed PEO Statutory Declaration.

This is not a procedural formality or a simple checkbox requirement – it is a legally binding statutory declaration that carries significant weight and consequences. By signing this declaration, the PEO of the applicant organisation is formally and legally attesting that:

- the organisation is fully prepared to deliver training and assessment services that meet the requirements of the ESOS National Code and the VET Quality Framework
- the organisation has the systems, processes and resources in place to deliver quality training to overseas students and meet its conditions of registration from the date of registration
- all information provided in the application is true, accurate and complete

This declaration is made under the *Statutory Declarations Act 1959*, and making a false declaration is a serious offence under Australian law. Penalties may include fines or imprisonment.

ASQA treats the PEO Statutory Declaration as a critical part of the application. It reflects the organisation's readiness and commitment to delivering quality VET. Applicants are strongly advised to ensure the PEO fully understands the implications of signing this document and to seek legal or professional advice if needed.

You can view and download the PEO Statutory Declaration form from the Forms page on ASQA's website.

Providing sufficient information and evidence

To successfully complete the application form, you should:

- provide clear and detailed written responses to all questions in the form(s); and
- identify the supporting evidence you can provide by listing it at the end of each relevant section.

Important: You are only required to submit the specific supporting evidence listed below when you lodge your application.

Once your application has been assigned to an ASQA assessor, they will contact you to request a sample of the additional evidence you indicated you can provide in the form (see Additional supporting evidence).

Required supporting evidence

You must submit the following required supporting evidence with your application.

The information and evidence required by the application is the form ASQA has approved as per section 11A of the ESOS Act. That means failure to provide all the required information and

documents will result in your application being considered incomplete, and therefore ineligible for assessment.

Failure to provide all the required evidence at the time of submission will result in your application being considered incomplete and ineligible for assessment.

ESOS provider responsibilities	Required supporting evidence
Forms and declarations	- signed PEO Statutory Declaration - completed Initial ESOS registration application form - completed Initial RTO registration application form (if you are not yet registered and are applying for initial registration)
Evidence of your legal entity	Certificate of Registration and ASIC Current and Historical Company Extract
Governing persons information	Completed Fit and Proper Person Declaration forms for all governing persons
Financial viability information	- Financial Viability Risk Assessment tool and supporting documentation: - Business plan - Nominated accountant certificate signed within 30 days of submission - Bank statement/s
Training and assessment information	- Details of your training and assessment strategies and practices for each training product your organisation is proposing to deliver in its first two years of registration - Evidence of course owner approval to deliver accredited courses

Additional supporting evidence

Your preparedness to commence delivery will be tested during the assessment process via requests for additional information and documentation. This will include requests to provide evidence of resourcing specific to the training products you applied for, and any other relevant information or documents required by the assessor.

When a request is made you will be provided with five calendar days to respond. Failure to produce the requested information and evidence when requested within the specified timeframe and in the requested form is likely to result in your application being rejected.

It is the responsibility of applicants to ensure they provide sufficient evidence and information to demonstrate their ability to deliver quality training to overseas students and meet the registration requirements.

The application form includes sections where you can list the additional supporting evidence you are able to provide. This will help to inform what evidence the assessor requests you to provide.

Examples of the type of evidence you may be asked to provide include:

Section of the application form	Examples of evidence that could be provided
Part 2 – Training and assessment	• Training and assessment strategies and practices • Trainers and assessors • Fees

Part 3 – ESOS delivery sites	• Delivery sites and shared locations / resources – for example:
	  ○ evidence of your organisation's existing facilities (photographs, floor plans, lease agreements, title deeds, learning management system contracts)
	  ○ evidence of your organisation's equipment (photographs, purchase orders, inventories)
	  ○ information about how you have determined the facilities, resources and equipment will meet the needs of the student cohort and training product, etc.

Part 4 – Organisational leadership and governing persons	• Organisational leadership and governing persons – for example:
	  ○ organisational chart / structure
	  ○ governing body constitution
	  ○ business strategy / plan
	  ○ organisational values / principles / code of conduct
	  ○ strategies / policies for monitoring organisational performance
	  ○ continuous improvement plans
	  ○ conflict of interest management plan / log, etc.

Part 5 – Risk management	• Risk management – for example:
	  ○ risk management plan
	  ○ risk logs
	  ○ policies for ensuring safety and wellbeing of overseas students on campus
	  ○ policies regarding management of critical incidents involving overseas students, etc.

Part 6 – Overseas student marketing, recruitment and enrolment	• Marketing – for example:
	  ○ policies regarding overseas student marketing and advertising
	  ○ samples of marketing materials / materials provided to overseas students prior to enrolment, etc.
	• Recruitment – for example:
	  ○ strategies and policies regarding student recruitment, marketing and advertising
	  ○ samples of marketing materials / materials provided to students prior to enrolment, etc.
	• Enrolment – for example:
	  ○ policies for assessing whether an overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course

Section of the application form	Examples of evidence that could be provided
	○ letter of offer templates
	○ enrolment application forms
	○ written overseas student agreement template
	○ policies for assessing and managing overseas student transfer requests
	○ policies for assessing, approving and recording deferments and suspensions of studies for overseas students., etc.
	• Education agents and education agent commissions– for example:
	○ policies regarding engagement and management of education agents and reporting of education agent commissions.
	○ copies of written agreements with education agents
	○ policies for entering and maintaining required information in PRISMS, etc.
	○ ownership/control disclosure records such as ASIC current and Historical Company Extracts, Internal Shareholder Register, constitution or governance documents, Statutory Declarations of ownership or control relationships
Part 7 – Overseas student support, wellbeing and inclusion	• Overseas student support, wellbeing and inclusion – for example:
	○ information about the supports available for overseas students
	○ policies regarding how the organisation will identify students in need of support and address their support needs, etc.
	○ policies regarding monitoring oversees student progress and attendance
	○ information about orientation provided to overseas students
	○ samples of orientation information
	○ diversity and inclusion policies
	○ information about how you will ensure your training environment, resources and practices are culturally safe and inclusive for all students
	○ policies regarding complaints, feedback and appeals management, etc.
Part 8 – Overseas students under the age of 18	• Students under the age of 18 (only applicable where the organisation will accept students under 18) – for example:
	○ policies regarding how the organisation will ensure the safety and wellbeing of overseas students under 18

Section of the application form	Examples of evidence that could be provided
	○ policies regarding the management of incidents involving students under 18 ○ policies regarding accommodation support and general welfare arrangements for overseas students under 18, etc.

Working with consultants

It may be useful for you to work with a VET consultant to assist in preparing your registration application.

Consultants can be helpful in navigating the application process and supporting the development of systems and processes that will enable the organisation to deliver quality training and meet its obligations, particularly for applicants that are new to the sector. However, engaging consultants is not without risk, and the applicant is ultimately responsible for ensuring its systems and processes will enable the organisation to meet its requirements.

It is critical that systems, processes, resources and templates developed with the support of consultants are appropriately contextualised and adapted to suit the organisation's context.

ASQA is unlikely to approve applications for initial registration where there is evidence of generic / templated tools and resources that do not reflect the organisation's context, intended student cohort, training products, etc.

See ASQA's Guide to Working with Consultants for more information.

Submitting your application

Initial registration applications are submitted in two stages:

1. Prepare and submit an application for initial registration via the asqanet portal. At this stage, you will be required to upload/enter:
   - 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
     - PEO details
     - Other existing business registrations
     - Type of training organisation
     - Contact details (general enquiries and registration enquiries)
     - Delivery sites
     - Your proposed scope items
     - Any scope-specific evidence
   - Evidence of your legal entity

- Evidence of two years of domestic VET delivery (e.g. student data, course records) as part of your supporting documentation
- Fit and Proper Person Declaration forms
- 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
- 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 two years of registration
- Course owner approval to deliver accredited courses (if applicable).

2. Once your application has been submitted and your lodgement fee has been paid, ASQA will conduct a pre-assessment check.

3. Once your application is deemed eligible and complete, you will be required to pay the assessment fee. Once this fee is paid, your application will be ready for allocation to an assessor.

How we assess initial ESOS registration applications

Risk-based assessment

When assessing initial ESOS registration applications we apply a rigorous risk-based assessment methodology. ASQA will verify claims made in the application form, the accompanying application documentation, and/or the supporting evidence you provide. All applicants will be required to participate in interviews with ASQA to support the assessment process, which may be conducted in person or via MS Teams.

ASQA's management of your application reflects the guiding principle that applying for registration as an ESOS provider is voluntary. That means the obligation is on you as the applicant to provide ASQA with accurate and complete information it needs to properly assess the application against the regulatory requirements. It also means responding to ASQA's requests about your application including all requests for further information.
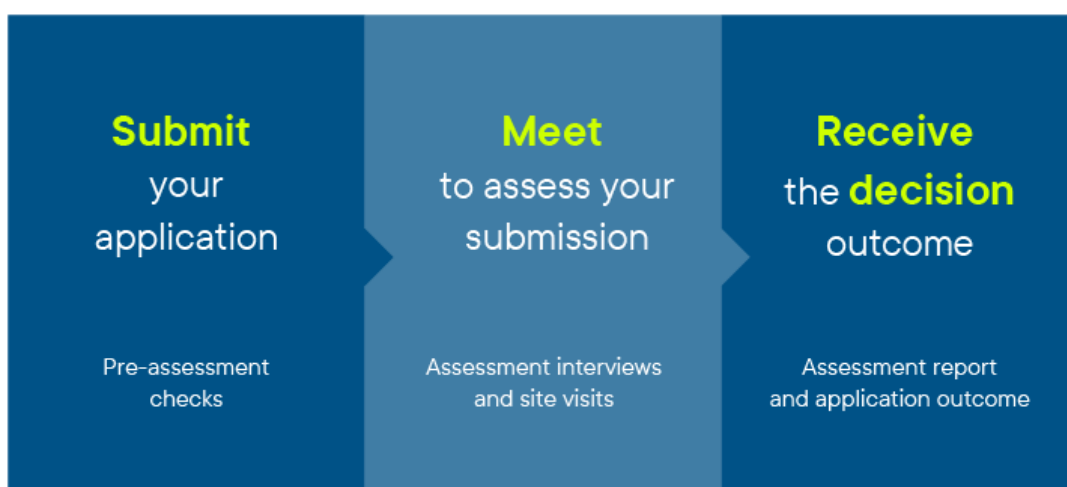
We assess applications to determine:

- preparedness to deliver quality training to overseas students and meet registration requirements from the date of registration, and

- commitment and capability to maintain compliance in a sustained way over time.

Applicants will be expected to demonstrate that the organisation will be effectively managed by people who have sufficient knowledge of the requirements of the VET Quality Framework. Where owners of the organisation do not have this knowledge, it is expected that they will be supported by people who do.

When processing initial ESOS registration applications, we may assess, decide, and grant applications in the order we deem appropriate. This means that applications are not always processed in the order of receipt. For example, we may prioritise consideration of applications which are time sensitive, address skills shortages, or will deliver in particular parts of Australia where the existing delivery of particular training products is limited. ASQA will ensure that applications which require greater scrutiny due to potential integrity risks are considered in greater detail, which can impact on the order in which applications are considered and decided.

The assessment process

The assessment process is used to gather and assess application information and covers the three key features shown below.

Submit your application

Pre-assessment checks

Meet to assess your submission

Assessment interviews and site visits

Receive the **decision** outcome

Assessment report and application outcome

Pre-assessment checks

Before your application is accepted and referred for assessment, we conduct pre-assessment checks to ensure that your application is valid and complete, with all the required information and evidence.

If your application is incomplete, we will let you know, and you will be given two calendar days to provide the missing information or evidence. If you do not provide the requested documents within the specified timeframe your application will be invalid and will be withdrawn.

Meet your assessor

Your application will be assigned to an assessor once the assessment fee has been received in full.

Once your application has been assigned and your assessor has familiarised themselves with details in your application, the assessor will contact you to:

- explain the assessment process
- book in key dates for your assessment.
- identify and request any additional information or evidence they require to conduct the assessment.

You will be given five calendar days to respond with the requested documents.

Assessment interviews and site visits

Once you provide the information and evidence requested during the opening meeting your assessor will conduct a thorough assessment of all the evidence you have provided against the ESOS Framework and the VET Quality Framework. This will be followed by interviews with you and may involve other key people involved in your organisation.

All applicants will be interviewed, and depending on the nature of your application you may be required to participate in more than one interview. During interviews your commitment and capability for providing quality education and training will be evaluated by our assessors to inform risk assessment of your application.

Depending on the scope and circumstances of your application, ASQA may also undertake a site visit.

Interviews and site visits may be conducted either in person, or via MS Teams. Applicants are expected to be available and participate in all requested interviews and site visits during the assessment period.

During interviews and site visits assessors will ask a range of questions to:
- deepen their understanding of how your organisation intends to operate
- clarify information and evidence you have provided
- explore your organisation's ability to deliver quality training to overseas students and comply with your obligations.

They may also request that you demonstrate access to locations, facilities and equipment either in person or via MS Teams.

Opportunity to rectify

Assessors may, at their discretion, offer applicants an opportunity to rectify any identified concerns or areas where the requirements of the 2025 Standards have not been fully met, and/or provide further evidence (demonstrating the actions taken to meet those requirements) prior to making a final decision on the application for initial registration.

This opportunity will only be provided where the matters identified are minor in nature and are likely to be resolved within a short rectification period.

Where there are systemic or widespread issues, or where there are serious concerns about the applicant's commitment or capability to meet and maintain the requirements of the 2025 Standards, an opportunity to address these matters will not be offered.

Closing meeting

Once the assessment interviews are complete and the assessor has considered all the information and evidence in your application, they will finalise the assessment outcomes and arrange a closing meeting with you. During the closing meeting you will be informed of the assessment outcomes, including any issues which were identified during the assessment process.

After the closing meeting, your assessor will prepare your initial registration assessment report and make recommendations to the decision maker about whether your application should be granted.

Registration decisions

We will let you know the outcome of your application in writing, and you will receive a copy of your assessment report which provides details about the assessment and its outcomes.

If your application is approved, we may approve:

- all courses and course locations in your application
- some courses and course locations in your application, but not others.

If we approve your application, you will get:

- a letter to explain your organisation's obligations
- details of any special registration conditions.

If you are an existing RTO, we may align your ESOS registration to the expiry date of your RTO registration.

If you are not an existing RTO, we generally grant ESOS registration for a period of two years.

If we do not approve your application, we will let you know the reason for our decision.

Your application may be rejected if:

- information or evidence you provided is found to be false or misleading
- you failed to provide information or evidence requested by ASQA in the specified time, or in the required form
- the application did not demonstrate that the organisation will meet the requirements of the ESOS Framework and/or the VET Quality Framework from the date of registration
- you have not demonstrated commitment and/or capability to deliver quality education and training to overseas students
- ASQA determines one or more of your governing person do not meet the fit and proper person requirements
- you have not demonstrated the organisation's financial viability to ASQA's satisfaction.

If you disagree with our decision, you may [request a review of your decision.](#)