

GUIDE

Application for initial registration

Effective 1 July 2018




Australian Government

Australian Skills Quality Authority

Table of contents

Introduction.....	4
asqanet	5
Before applying for initial RTO registration	6
Eligibility	6
Preparedness.....	6
Before applying for initial CRICOS registration	8
Eligibility	8
Preparedness.....	8
Application for initial RTO registration.....	10
Application details	10
Ownership and people associated with the organisation.....	12
Other existing business registrations	15
Type of training organisation	15
Contacts	16
Delivery sites	16
Financial viability and self-assessment	16
Confirmation.....	17
Application for initial CRICOS registration	19
Application details	19
Ownership and people associated with the organisation.....	22
Provider details and operating context	25
Contacts	26



Delivery sites	26
Financial viability and self-assessment	27
Confirmation	28
Adding scope to an RTO and/or CRICOS registration application	29
Details of your organisation	29
Which scope items would you like to add?	29
Add an ELICOS course	31
Additional information required for CRICOS scope	31
Declaration	32
Payment summary	32

Introduction

This guide describes the process that all applicants must follow if submitting an initial registration application to ASQA on or after 1 July 2018.

- As most applications take several months to complete, if **you are starting a new application for initial registration on or after 1 May 2018**, you are advised to follow the process in this guide to ensure that ASQA can accept your application.
- However, if you have commenced the application process and will complete and submit your application with all required fees on or before 30 June 2018, you are not required to complete all of the processes outlined in this guide.
- If you complete and submit your application with all fees on or before 30 June 2018:
 - You are not required to complete the new self-assessment
 - You may choose to submit either the [ASQA fit and proper person requirements declaration \(new\)](#) or the [ASQA fit and proper person requirements declaration \(not applicable after 1 July\)](#)
 - You may choose to submit either [the ASQA financial viability risk assessment tool \(new\)](#) or the [ASQA financial viability risk assessment pack](#) (not applicable after 1 July)

This guide is designed to help you apply to the Australian Skills Quality Authority (ASQA) for registration as a registered training organisation (RTO) and/or for registration on the Commonwealth Register of Institutes and Courses for Overseas Students (CRICOS).

Applicants must refer to this guide when completing the *Application for initial RTO registration* and/or the *Application for initial CRICOS registration* on asqanet.

Various documents must be attached to your application. These documents must be uploaded in asqanet. This symbol 📌 is used throughout this guide to indicate where an attachment is required. If your application is submitted without the required attachments, it will be considered incomplete.

Please contact the ASQA Info line on **1300 701 801** or at enquiries@asqa.gov.au if you have questions about becoming an RTO or a CRICOS provider or how to complete the *Application for initial RTO registration* and/or the *Application for initial CRICOS registration*.

This guide should be read in conjunction with information provided on [ASQA's website](#).



asqanet

Applications for initial registration must be lodged using asqanet—ASQA’s online portal for managing registration, applications and fee payments for RTOs and CRICOS providers.

To register to use asqanet go to asqanet.asqa.gov.au. Information on registering for asqanet can be found on the [ASQA website](#).

Before applying for initial RTO registration

Eligibility

Before applying for initial RTO registration through ASQA, ensure you are eligible to do so. Applicants with a principal place of business in Victoria or Western Australia can only apply for registration with ASQA if they will be offering courses:

- in a state or territory other than Victoria or Western Australia, including by offering courses online, and/or
- to overseas students (also see the [Before applying for initial CRICOS registration](#) section in this guide).

Further information on ASQA's jurisdiction is available on [ASQA's website](#).

Preparedness

Initial registration applications undergo rigorous assessment to ensure the applicant organisation can comply with—and remain compliant with—a complex set of national standards.

When you submit a registration application, you are declaring that your organisation is ready to start delivering immediately. If you are not completely prepared, and you do not have adequate resources, ASQA is likely to reject your application.

If you apply for registration with ASQA, you must be prepared to meet the following requirements:

- compliance with all components the vocational education and training (VET) Quality Framework:
 - > [Standards for Registered Training Organisations 2015](#) (Standards for RTOs)
 - > the [Australian Qualifications Framework](#)
 - > the [Fit and Proper Person Requirements](#)
 - > the [Financial Viability Risk Assessment Requirements 2011](#) (FVRA Requirements)
 - > the [Data Provision Requirements 2012](#).
- cooperation with ASQA—including compliance with [general directions](#) and cooperation with compliance monitoring activity
- payment of fees and charges associated with registration
- submission of an initial application for CRICOS registration, if you intend to offer courses to overseas students on student visas (see the [Before applying for initial CRICOS registration](#) section of this guide)
- additional requirements for RTOs offering VET courses with [additional licensing requirements](#).

In addition, you must be registered for at least two years before applying to deliver qualifications or assessor skill sets from the Training and Education Training Package (or its successor).

When completing the *Application for initial RTO registration* on asqanet, you will be required to upload a number of attachment documents, to ensure you are prepared to operate an RTO. You should prepare these documents before starting the *Application for initial RTO registration* on asqanet. They include:

- **Supporting evidence for legal entity and trading name.** See the [Type of legal entity](#) section of this guide for more information on the evidence required for different legal entity types.
- **Fit and proper person declarations:** All owners and certain executive officers and high managerial agents must complete a fit and proper person declaration. These declarations will be used by ASQA to determine if all parties satisfy the Fit and Proper Person Requirements. See the [Ownership and people associated with the organisation](#) section of this guide for more information.
- **Financial viability risk assessment (FVRA) tool:** The FVRA tool is used to assess whether your organisation meets the FVRA Requirements. The tool and supporting evidence is used to evaluate the likelihood of business continuity and capacity to achieve quality outcomes. You will need an accountant's help to complete the tool. See the [Financial viability](#) section of this guide for more information.
- **Self-assessment:** The self-assessment allows applicants to confirm their readiness to deliver quality training and assessment, and manage the recruitment, enrolment and support of students, as required by Standards for RTOs. You are also required to submit evidence to support the claims made in the self-assessment. See the [Self-assessment](#) section of this guide for more information.

Before applying for initial CRICOS registration

Eligibility

CRICOS is a register of Australian education institutions that recruit, enrol and teach overseas students. Registration on CRICOS allows providers to offer courses to overseas students studying, or intending to study, in Australia on student visas.

ASQA can register the following providers on CRICOS:

- RTOs seeking to offer VET courses
- providers 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.

An application for initial RTO registration and initial CRICOS registration can be completed at the same time.

Preparedness

To apply for registration as a CRICOS provider with ASQA, you must be prepared to meet the following requirements:

- compliance with the [Education Services for Overseas Students Act 2000](#) (ESOS Act)
- compliance with the [Education Services for Overseas Students Regulations 2001](#) (ESOS Regulations)
- compliance with the [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(the National Code\)](#)
- obligatory payments to the [Tuition Protection Service](#) (TPS)
- cooperation with ASQA—including compliance with [general directions](#) and cooperation with compliance monitoring activity
- payment of fees and charges associated with registration.

In addition:

- if offering VET courses, you must comply with the VET Quality Framework plus any additional requirements for RTOs offering VET courses with [additional licensing requirements](#)

- if offering ELICOS courses, you must comply with the [ELICOS Standards 2018 \(ELICOS Standards\)](#).

When completing the *Application for initial CRICOS registration* on asqanet, you will be required to upload a number of attachment documents, to ensure you are prepared to operate a CRICOS provider. You should prepare these documents before starting the *Application for initial CRICOS registration* on asqanet. They include:

- **Supporting evidence for legal entity and trading name.** See the [Type of legal entity](#) section of this guide for more information on the evidence required for different legal entity types.
- **Fit and proper person declarations:** All owners and certain executive officers and high managerial agents must complete a fit and proper person declaration. These declarations will be used by ASQA to determine if all parties satisfy the Fit and Proper Person Requirements. See the [Ownership and people associated with the organisation](#) section of this guide for further information.
- **FVRA tool:** The FVRA tool is used to assess whether your organisation meets the FVRA Requirements. The tool and supporting evidence is used to evaluate the likelihood of business continuity and capacity to achieve quality outcomes. You will need an accountant's help to complete the tool. See the [Financial viability](#) section of this guide for more information.
- **Self-assessment:** The self-assessment helps you to confirm your readiness to deliver quality training and assessment, and manage the recruitment, enrolment and support of students, as required by the National Code. If you are applying to deliver an ELICOS course, you will also need to complete a self-assessment against the ELICOS Standards. You are also required to submit evidence to support the claims made in the self-assessment. See the [Self-assessment](#) section of this guide for more information.

Application for initial RTO registration

Unless otherwise indicated, you must provide a response to each question and to each part of each question.

Application details

This section of the *Application for initial RTO registration* requests details of the applicant organisation.

ABN

An Australian Business Number (ABN) is a unique identifier issued by the Australian Business Register. It is an eleven-digit number that, in the case of a company, includes the company's Australian Company Number (ACN).

In the case of a trust, the ABN of the registered trustee organisation must be included here and **not** the ABN of the trust.

Name of legal entity applying for registration

This is the name of the entity that appears on all official documents or legal papers. It may be different to the trading name.

It is the name of the individual person or organisation that is legally permitted to enter into a contract and assumes legal responsibility for any failure to meet their/its contractual obligations.

In the case of a Pty Ltd company that has a trust attached, the name must be listed as: '*Name of company Pty Ltd as trustee for name of trust*'. The registration is granted to the Pty Ltd company and not the trust.

ACN (if relevant)

An Australian Company Number (ACN) is a unique nine-digit identifier issued by the Australian Securities and Investment Commission (ASIC) to every company registered under the [Corporations Act 2001](#).

Type of legal entity

The following table describes different types of legal entities, and the evidence that must be submitted with your application to establish identity.

Type of legal entity	Evidence that must be attached to your application
Natural person (sole trader)	<ul style="list-style-type: none"> • Copy of driver's licence; or • Birth certificate, or • Citizenship certificate, or • Current passport
Pty Ltd company (a proprietary company limited by shares incorporated under the <i>Corporations Act 2001</i> , regulated by ASIC and has 'Pty Ltd' in the name)	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation issued by ASIC, and • ASIC Historical Company Extract which includes details of the company as at the time of lodging your application. This extract can be ordered through the ASIC website
Pty Ltd company with a trust	<ul style="list-style-type: none"> • An extract from the Trust Deed Schedule which lists the trustee and trust beneficiaries, and • ASIC Historical Company Extract which includes details of the company as at the time of lodging your application. This extract can be ordered through the ASIC website
Ltd company (a public company incorporated under the <i>Corporations Act 2001</i> , regulated by ASIC and has 'Limited' or 'Ltd' in the name)	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation issued by ASIC, and • ASIC Historical Company Extract which includes details of the company as at the time of lodging your application. This extract can be ordered through the ASIC website
Incorporated association (incorporated under the relevant state/territory associations incorporations Act and has 'Inc.' in the name)	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation issued by the relevant state/territory department
Partnership	<p>For each partner:</p> <ul style="list-style-type: none"> • Copy of driver's licence, or • Birth certificate, or • Citizenship certificate, or • Current passport
Cooperative association	<ul style="list-style-type: none"> • Copy of certificate of registration issued by the relevant state/territory department
Government entity	<ul style="list-style-type: none"> • No evidence requirements apply to government entities.

Registered business (trading) name/s (if relevant)

This is the name or names under which an entity trades, for example, ABC Pty Ltd trading as 'RTO Training'. An entity may have more than one registered business/trading name. List all of the registered business/trading names under which you intend to perform RTO functions.

- For each business/trading name listed, **attach** a copy or extract of the record of registration of a business name issued by ASIC, which provides current and correct business name details.

Head office street address

Provide the address and phone number for your head office. Also list your organisation's website here if you have one. These will be included on the national register, training.gov.au.

The head office listed in the application for RTO registration cannot be changed once the application has been submitted.

Principal place of business

This must be the address from which your RTO's business will be controlled and managed. This address must be a street address and not a post office box.

The principal place of business listed in the application for RTO registration cannot be changed once the application has been submitted.

Ownership and people associated with the organisation

Details of people associated with the organisation

This section requires you to identify owners, executive officers and high managerial agents for the organisation. This includes:

- the person, or people, who own (either in full or in part) the organisation seeking initial registration (an 'owner')
- the person, or people, who take part in the management of the organisation (an 'executive officer')
- the person, or people, that represent the organisation in relation to the business of providing VET (a 'high managerial agent').

The owners and executive officers listed in the application for RTO registration cannot be changed once the application has been submitted.


One person must also be identified as the Chief Executive (CE) of the organisation applying for registration. The CE is the most senior executive of the RTO. This is the person legally responsible for the organisation as an RTO and its compliance with the VET Quality Framework and the NVETR

Act. The name and contact details of this person will be included on the national register (training.gov.au). The CE is responsible for ensuring that the organisation cooperates with ASQA:

- in the conduct of audits and the monitoring of its operations
- by providing accurate and timely data relevant to measures of its performance
- by providing information about significant changes to its operations or ownership
- in the retention, archiving, retrieval and transfer of records consistent with ASQA's requirements.

The table below provides a further description and examples of who needs to be identified in this section.

For each owner, executive officer and high managerial agent identified, you must include their name, contact details, address and role in relation to the RTO.

-  You are also required to complete a [Fit and Proper Person declaration](#) for some owners and executive officers, as indicated in the table below. ASQA will notify your organisation in writing if Fit and Proper Person declarations are required from other owners, executive officers or high managerial agents.

Person/role	Description and examples	
Executive officer	An executive officer is any person who takes part in the management of your organisation.	
	Examples of 'executive officers' include:	FPP declaration required?
	• a director of the company	√
	• a secretary of the company	√
	• a chief executive of an RTO	√
	• a principal executive officer of a CRICOS provider	√
	• a compliance manager	×
	• a marketing manager	×
• a training manager	×	
High managerial agent	A high managerial agent is an employee or agent who represents your organisation in relation to the business of providing courses.	
	Examples of 'high managerial agents' include:	FPP declaration required?
	• a consultant or employee with an ongoing role related to regulatory compliance	×
• a consultant or employee who represents your organisation at audit	×	

Owner and executive officer

The term 'owner and executive officer' includes:

- any person who owns 15 per cent or more of your organisation
- any person who is entitled to receive 15 per cent or more of dividends paid by your organisation
- any trustees of a trust associated with the organisation
- relevant persons at associated entities.

All people who meet this description must complete a Fit and Proper Person declaration.


Note:

'Associated entities' include:

- any entity (such as another company) that owns 15 per cent or more of your organisation
- any entity that is entitled to receive 15 per cent or more of dividends paid from your organisation.

'Relevant persons at associated entities' include:

- any person who is a director of an associated entity
- any person who owns 15 per cent or more of the associated entity
- any person who is entitled to receive 15 per cent or more of dividends paid from the associated entity
- any person who may exercise control or influence on your organisation through their position at the associated entity.

 A Fit and Proper Person declaration must be attached for each owner and executive officer indicated in the table above.

Details of other entities that own the organisation

In this section, you must identify each entity (if any) that owns 15 per cent or more of the organisation applying for registration.

For each such entity, specify its ownership share of your organisation (as a percentage).

- Where the applicant organisation is owned in full or part by another company, and that other company is also owned in full or part by another company—attach a document identifying the name and ownership structure of each company and the ultimate owner.
- Attach the evidence required for the applicant organisation's type of legal entity. Refer to the table in the [Type of legal entity](#) section of this guide.

Other existing business registrations

In this section, you must confirm whether your organisation is also a registered entity or approved provider/supplier to deliver training or education services under other Commonwealth or state/territory legislation.

If your answer is 'Yes', provide a short description of the nature of those registrations.

Type of training organisation

Select the Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) definition that best suits your organisation. Select one type only.

- School**—a school is established or recognised under an Act of Parliament for the purpose of providing courses of instruction in preschool, primary or secondary education. This includes government, Catholic and independent schools and Australian Technical Colleges.
- Community-based adult education provider**—a not-for-profit, community-based organisation with a primary focus on adult education.
- University**—all Australian universities are established or recognised under state or territory legislation except the Australian National University, which is constituted under an Act of the Federal Parliament. Includes non-government Catholic and non-government independent universities.
- TAFE or similar public institutions**—an institute created by an Act of Parliament and that has responsibilities specified in that and other legislation. These institutes are public bodies, in receipt of government funding.
- Enterprise**—an enterprise or the training function or department of an enterprise that is registered to provide nationally recognised training. Training is delivered only to its employees. This includes, for example:

- > *Enterprise—government* (for example, Department of Defence)
- > *Enterprise—non-government* (for example, Woolworths, Qantas)
- **Other training provider**—this includes all organisations that do not fit any of the above definitions. It may include private providers and professional or industry associations.

Contacts

General enquiries

This is a person, or a group of people performing a shared role (e.g. 'reception' or 'enquiries'), who can be contacted by prospective students or other interested parties enquiring about the services provided by the RTO.

The contact details provided will be included on the national register (training.gov.au).

Registration enquiries

This is the person ASQA will contact if it requires any information about registration of the RTO.

The contact details provided will be included on the national register (training.gov.au).

Delivery sites

Provide the street address of each delivery site from which the RTO will regularly deliver training and assessment services. These locations may be within and/or outside of Australia.

Delivery sites listed in your application cannot be changed once the application has been submitted.

Financial viability and self-assessment

Financial viability


You must complete the [Financial viability risk assessment \(FVRA\) tool](#) with the assistance of an independent qualified accountant.

The completed tool, and supporting evidence, will be used to assess whether your organisation meets the FVRA Requirements; evaluate the likelihood of business continuity; and evaluate your organisation's capacity to achieve quality outcomes.

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, **and/ or**


- registered with ASIC as an auditor.

 The completed tool, a signed nominated accountant's certificate (signed within the last 30 days), and all necessary supporting evidence as specified within in the tool must submitted with your application in asqanet.

[Access the FVRA tool](#)

Self-assessment

Self-assessment helps you to confirm your organisation is prepared for registration as an RTO that will deliver quality training and assessment. It involves completing a review of your systems and processes against key requirements of the Standards for RTOs.

 The completed self-assessment, and all necessary supporting evidence as specified within the self-assessment, must be submitted with your application in asqanet.

[Access the Self-assessment for registration as a RTO](#)

[Access the Self-assessment for registration as a CRICOS provider](#)

Confirmation

Declaration

By ticking the box next to the declaration, you are confirming that you have reviewed your application, and are satisfied that all necessary information has been provided.


Would you like to apply for CRICOS registration as well, or just add scope items to your VET application?

If you are applying for RTO registration **only**, select 'Just add scope to my VET registration application'.

- After clicking the 'Finalise and continue' button, you will be directed to the 'Adding scope to an RTO and/or CRICOS registration application' section of the application form. (See the [Adding scope to an RTO and/or CRICOS registration application](#) section of this guide for more information on completing this part of the application form.)
- **Note:** Clicking 'Finalise and continue' will lock this section of the application. You will be unable to return to this section to modify any responses, amend attachments, or upload new attachments.

If you are applying for RTO registration **and** CRICOS registration, select 'Yes, add CRICOS registration'.

- After clicking the 'Finalise and continue' button, you will be directed to the 'Application for initial CRICOS registration' section of the application form. (See the [Application for initial CRICOS](#)



[registration](#) and the [Adding scope to an RTO and/or CRICOS registration application](#) sections of this guide for more information on completing this part of the application form.)

- **Note:** Clicking 'Finalise and continue' will lock this section of the application. You will be unable to return to this section to modify any responses, amend attachments, or upload new attachments.

Application for initial CRICOS registration

Unless otherwise indicated, you must provide a response to each question and to each part of each question.

Please note, where initial RTO registration and initial CRICOS registration are being applied for in the same application, some fields may be pre-filled based on previous answers.

Application details

This section of the *Application for initial CRICOS registration* requests details of the applicant organisation.

If you are applying for registration as an RTO at the same time as this CRICOS application, or your organisation is already registered as an RTO, the followings parts of this section will be prefilled and cannot be edited:

- Name of legal entity
- Type of legal entity
- RTO Code
- Website address
- ABN
- ACN.

Name of legal entity

This is the name of the entity that appears on all official documents or legal papers. It may be different to the trading name.

It is the name of the individual person or organisation that is legally permitted to enter into a contract and assumes legal responsibility for any failure to meet their/its contractual obligations.

In the case of a Pty Ltd company that has a trust attached, the name must be listed as: '*Name of company Pty Ltd as trustee for name of trust*'. The registration is granted to the Pty Ltd company and not the trust.

If you are applying for registration as an RTO at the same time as CRICOS registration, or your organisation is already registered as an RTO, this section will be prefilled.

Type of legal entity

The following table describes different types of legal entities, and the evidence that must be submitted with your application to establish identity.

Type of legal entity	Evidence that must be attached to your application
Natural person (sole trader)	<ul style="list-style-type: none"> • Copy of driver's licence; or • Birth certificate, or • Citizenship certificate, or • Current passport
Pty Ltd company (a proprietary company limited by shares incorporated under the <i>Corporations Act 2001</i> , regulated by ASIC and has 'Pty Ltd' in the name)	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation issued by ASIC, and • ASIC Historical Company Extract which includes details of the company as at the time of lodging your application. This extract can be ordered through the ASIC website
Pty Ltd company with a trust	<ul style="list-style-type: none"> • An extract from the Trust Deed Schedule which lists the trustee and trust beneficiaries, and • ASIC Historical Company Extract which includes details of the company as at the time of lodging your application. This extract can be ordered through the ASIC website
Ltd company (a public company incorporated under the <i>Corporations Act 2001</i> , regulated by ASIC and has 'Limited' or 'Ltd' in the name)	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation issued by ASIC, and • ASIC Historical Company Extract which includes details of the company as at the time of lodging your application. This extract can be ordered through the ASIC website
Incorporated association (incorporated under the relevant state/territory associations incorporations Act and has 'Inc.' in the name)	<ul style="list-style-type: none"> • Copy of Certificate of Incorporation issued by the relevant state/territory department
Partnership	<p>For each partner:</p> <ul style="list-style-type: none"> • Copy of driver's licence, or • Birth certificate, or • Citizenship certificate, or • Current passport
Cooperative association	<ul style="list-style-type: none"> • Copy of certificate of registration issued by the relevant state/territory department
Government entity	<ul style="list-style-type: none"> • No evidence requirements apply to government entities.

RTO code

If you are already registered as an RTO, enter your RTO code here.

If you are applying for initial RTO registration at the same time as initial CRICOS registration, this field will be prefilled as 'Pending'.

Website address

If your organisation has a website, enter its address here.

ABN

An Australian Business Number (ABN) is a unique identifier issued by the Australian Business Register. It is an eleven-digit number that, in the case of a company, includes the company's Australian Company Number (ACN).

In the case of a trust, the ABN of the registered trustee organisation must be included here and **not** the ABN of the trust.

ACN

An Australian Company Number (ACN) is a unique nine-digit identifier issued by the Australian Securities and Investment Commission (ASIC) to every company registered under the [Corporations Act 2001](#).

Registered business trading name(s)

This is the name or names under which an entity trades, for example, ABC Pty Ltd trading as 'RTO Training'. An entity may have more than one registered business/trading name. List all of the registered business/trading names under which you intend to perform RTO functions.

- 📌 For each business/trading name listed, **attach** a copy or extract of the record of registration of a business name issued by ASIC, which provides current and correct business name details.

Are there additional business names for CRICOS?

Your organisation may have additional business names it will use for its CRICOS registration that you have not included in your response to the 'Registered business trading name(s)' question above. If this is the case, enter those additional trading names here.

- 📌 For each additional business/trading name listed for CRICOS, **attach** a copy or extract of the record of registration of a business name issued by ASIC, which provides current and correct business name details.

Head office details

This section will be pre-filled with information drawn either from your RTO registration, or your application for initial RTO registration. If the head office of your CRICOS registration will be different to that for your RTO registration, provide those details here.

If you are not currently an RTO and are not applying to be registered an RTO, this section will be blank. Enter the address and phone number for your head office.

Your organisation's head office postal address will be included on the national register (CRICOS).

The head office listed in your application for CRICOS registration cannot be changed once the application has been submitted.

Principal place of business

This is the address from which your CRICOS business will be controlled and managed. This address must be a street address and not a post office box.

This section will be pre-filled with information drawn either from your RTO registration, or your application for initial RTO registration. If the principal place of business of your CRICOS registration will be different to that for your RTO registration, provide those details here.

If you are not currently an RTO and are not applying to be registered an RTO, this section will be blank. Enter the address and phone number for your principal place of business.

The principal place of business listed in your application for CRICOS registration cannot be changed once the application has been submitted.

Ownership and people associated with the organisation

This section will be pre-filled with information drawn either from your RTO registration, or your application for initial RTO registration. If there are any additional people associated with the CRICOS registration, list them here.

If you are not currently an RTO or applying to be an RTO, this section will be blank and must be completed.

This section requires you to identify owners, executive officers and high managerial agents for your organisation. This includes:

- the person, or people, who own (either in full or in part) the organisation seeking initial registration (an 'owner')
- the person, or people, who take part in the management of the organisation (an 'executive officer')


- the person, or people, that represent the organisation in relation to the business of providing courses (a 'high managerial agent')
- any other entities that own the legal entity applying for registration (where applicable).

The owners and executive officers listed in the application for CRICOS registration cannot be changed once the application has been submitted.

One person must also be identified as the Principal Executive Officer (PEO) of the organisation applying for registration. The PEO is the most senior executive of the CRICOS provider. This is the person legally responsible for the organisation as a CRICOS provider and its compliance with the ESOS Act. The name and contact details of this person will be included on the national register (CRICOS). The PEO is responsible for ensuring that the organisation cooperates with ASQA:

- in the conduct of audits and the monitoring of its operations
- by providing accurate and timely data relevant to measures of its performance
- by providing information about significant changes to its operations or ownership
- in the retention, archiving, retrieval and transfer of records consistent with ASQA's requirements.

The table below provides a further description and examples of who needs to be identified in this section.

-  You are also required to complete a [Fit and Proper Person declaration](#) for all owners and some executive officers, as indicated in the table below. ASQA will notify your organisation in writing if Fit and Proper Person declarations are required from other owners, executive officers or high managerial agents.

Person/role	Description and examples	
Executive officer	An executive officer is any person who takes part in the management of your organisation.	
	Examples of 'executive officers' include:	
	<ul style="list-style-type: none"> • a director of the company 	FPP declaration required? √
	<ul style="list-style-type: none"> • a secretary of the company 	√
	<ul style="list-style-type: none"> • a chief executive of an RTO 	√
	<ul style="list-style-type: none"> • a principal executive officer of a CRICOS provider 	√
	<ul style="list-style-type: none"> • a compliance manager 	✘
	<ul style="list-style-type: none"> • a marketing manager 	✘
<ul style="list-style-type: none"> • a training manager 	✘	

High managerial agent

A high managerial agent is an employee or agent who represents your organisation in relation to the business of providing courses.

Examples of 'high managerial agents' include:	FPP declaration required?
<ul style="list-style-type: none"> a consultant or employee with an ongoing role related to regulatory compliance 	x
<ul style="list-style-type: none"> a consultant or employee who represents your organisation at audit 	x

Owner and executive officer

The term 'owner and executive officer' includes:

- any person who owns 15 per cent or more of your organisation
- any person who is entitled to receive 15 per cent or more of dividends paid by your organisation
- any trustees of a trust associated with the organisation
- relevant persons at associated entities.

All people who meet this description must complete a Fit and Proper Person declaration.


Note:

'Associated entities' include:

- any entity (such as another company) that owns 15 per cent or more of your organisation
- any entity that is entitled to receive 15 per cent or more of dividends paid from your organisation.

'Relevant persons at associated entities' include:

- any person who is a director of an associated entity
- any person who owns 15 per cent or more of the associated entity
- any person who is entitled to receive 15 per cent or more of dividends paid from the associated entity
- any person who may exercise control or influence on your organisation through their position at the associated entity.

 A Fit and Proper Person declaration must be attached for each owner and executive officer indicated in the table above.

Details of people who own the organisation

In this section you must identify the person, or people, who own (either in full or in part) the organisation seeking initial registration (owner and executive officer).

For each owner, the name, contact details, address and role in relation to the CRICOS provider must be included in this section.

 A [Fit and Proper Person Requirements Declaration](#) must be completed by each owner.

People associated with the organisation

In this section you must identify executive officers and high managerial agents for the organisation. This includes:

- the person, or people who take part in the management of the organisation (executive officer)
- the person, or people that represent the organisation in relation to the business of providing courses (high managerial agent).


For each executive officer or high managerial agent, the name, contact details, address and role in relation to the CRICOS provider must be listed.


 A Fit and Proper Person Requirements Declaration must be attached for each executive officer where this is identified as required above.

Details of other entities that own the organisation

In this section, you must identify each entity (if any) that owns 15 per cent or more of the organisation applying for registration.

For each such entity, specify its ownership share of your organisation (as a percentage).

 Where the applicant organisation is owned in full or part by another company, and that other company is also owned in full or part by another company—attach a document identifying the name and ownership structure of each company and the ultimate owner.

 Attach the evidence required for the applicant organisation's type of legal entity. Refer to the table in the [Type of legal entity](#) section of this guide.

Provider details and operating context

Other existing business registrations

In this section, you must confirm whether your organisation is also a registered entity or approved provider/supplier to deliver training or education services under other Commonwealth or state/territory legislation.

If your answer is 'Yes', provide a short description of the nature of those registrations.

Student capacity

Total number of students proposed: This is the number of proposed enrolments you intend to have at any one point in time, including domestic and international students.

Maximum number of overseas student places proposed: This is the maximum number of overseas students you are applying to deliver to, across all site locations.

Contacts

General enquiries

This is a person, or a group of people performing a shared role (e.g. 'reception' or 'enquiries'), who can be contacted by prospective students or other interested parties enquiring about the services provided by your organisation.

Registration enquiries

This is the person ASQA will contact if it requires any information about registration of your organisation.


Delivery sites

If you are **not** currently an RTO, and are **not** applying for registration as an RTO, this section requires you to identify your delivery sites.

If you **are** a current RTO, or **are** submitting an application for registration as an RTO, the delivery site details will be prefilled. The prefilled information will be drawn from your RTO registration or your application for initial RTO registration. If you noted (in the 'Application details' section of the initial CRICOS registration application) that your principal place of business and head office differ between your CRICOS and RTO registrations, you will be asked for more information here about these sites. If there are any additional delivery sites associated with the CRICOS registration, you should enter them here.

For each delivery site from which the CRICOS provider will deliver training and assessment services, you will need to list:

- the site address and its contact details (for new delivery sites)
- whether you own the premises—and if not, the lease expiry date
- whether you have the required council approval for the delivery site
- the proposed total number of students for each delivery site.

 If the local council area where the delivery location is located requires council approval for the premises to be used for educational purposes, approval must have been obtained prior to

submitting the application and be uploaded here.

Delivery locations listed as part of the application for CRICOS registration cannot be changed once the application has been submitted.

Head office delivery site

You must complete this section if you noted in the 'Application details' section that your CRICOS head office is different to your RTO head office, and you have selected it as a delivery site.

Principal place of business delivery site

You must complete this section if you noted in the 'Application details' section that your CRICOS principal place of business is different to your RTO principal place of business, and you have selected it as a delivery site.

Existing delivery sites

Provide the details of the delivery sites that are listed on your RTO registration, or that you entered in your initial RTO registration application.

New delivery sites

Provide the details of any additional delivery sites that you wish to add for your CRICOS registration.

Financial viability and self-assessment

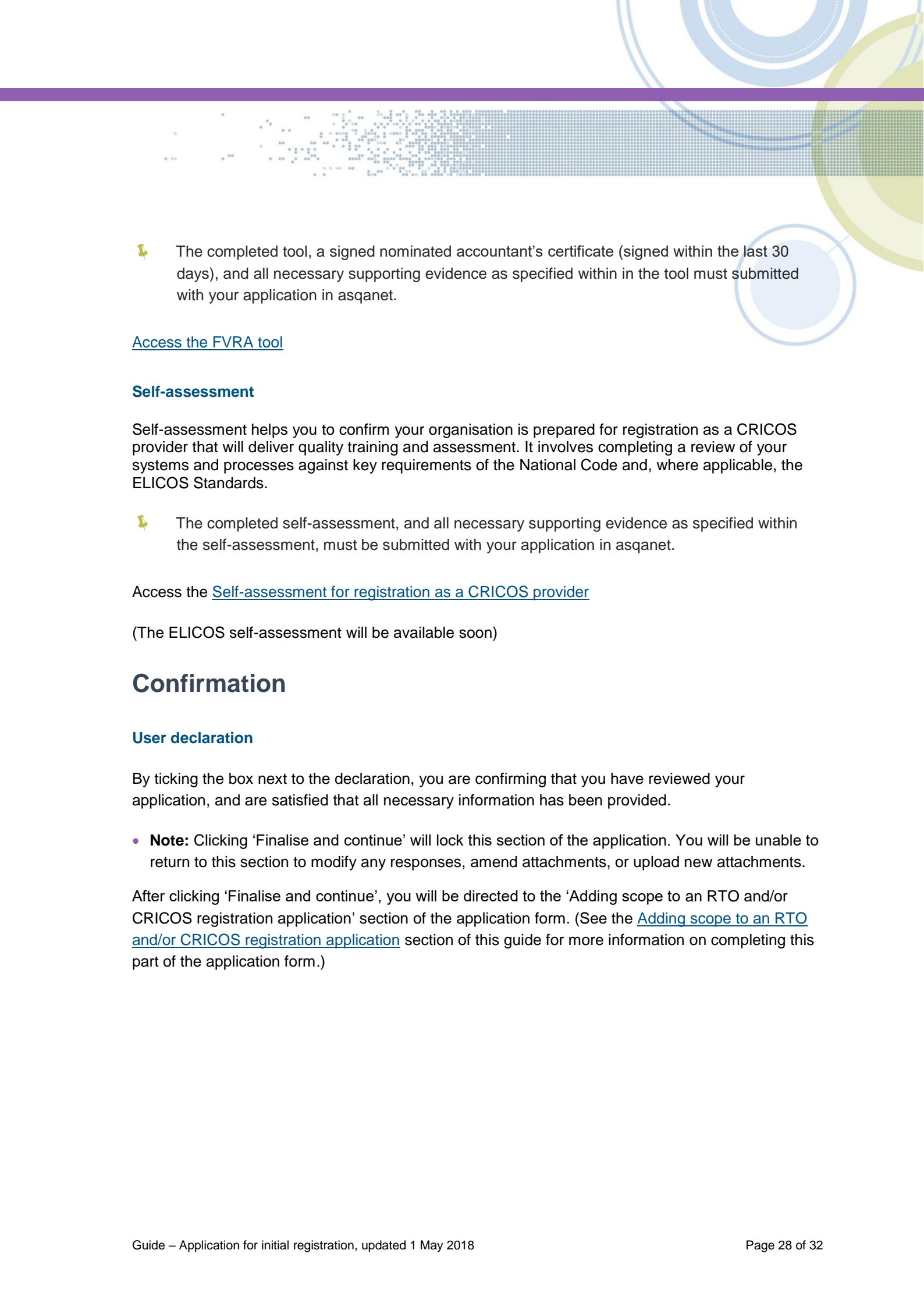
Financial viability

You must complete the [Financial viability risk assessment \(FVRA\) tool](#) with the assistance of an independent qualified accountant.

The completed tool, and supporting evidence, will be used to assess whether your organisation meets the FVRA Requirements; evaluate the likelihood of business continuity; and evaluate your organisation's capacity to achieve quality outcomes.

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, **and/ or**
- registered with ASIC as an auditor.

- 
- 📌 The completed tool, a signed nominated accountant's certificate (signed within the last 30 days), and all necessary supporting evidence as specified within in the tool must submitted with your application in asqanet.

[Access the FVRA tool](#)

Self-assessment

Self-assessment helps you to confirm your organisation is prepared for registration as a CRICOS provider that will deliver quality training and assessment. It involves completing a review of your systems and processes against key requirements of the National Code and, where applicable, the ELICOS Standards.

- 📌 The completed self-assessment, and all necessary supporting evidence as specified within the self-assessment, must be submitted with your application in asqanet.

Access the [Self-assessment for registration as a CRICOS provider](#)

(The ELICOS self-assessment will be available soon)

Confirmation

User declaration

By ticking the box next to the declaration, you are confirming that you have reviewed your application, and are satisfied that all necessary information has been provided.

- **Note:** Clicking 'Finalise and continue' will lock this section of the application. You will be unable to return to this section to modify any responses, amend attachments, or upload new attachments.

After clicking 'Finalise and continue', you will be directed to the 'Adding scope to an RTO and/or CRICOS registration application' section of the application form. (See the [Adding scope to an RTO and/or CRICOS registration application](#) section of this guide for more information on completing this part of the application form.)

Adding scope to an RTO and/or CRICOS registration application

Details of your organisation

This section lists the legal name of the applicant and the application number of any associated initial registration applications.

Which scope items would you like to add?

This section identifies the type of scope items you would like to add as part of your initial RTO and/or CRICOS application. The scope items applied for in your application for RTO and/or CRICOS registration cannot be changed once the application has been submitted.

'Scope' means the nationally recognised training products (qualifications, courses and units of competency) and/or ELICOS courses that an organisation is registered to deliver and/or assess.

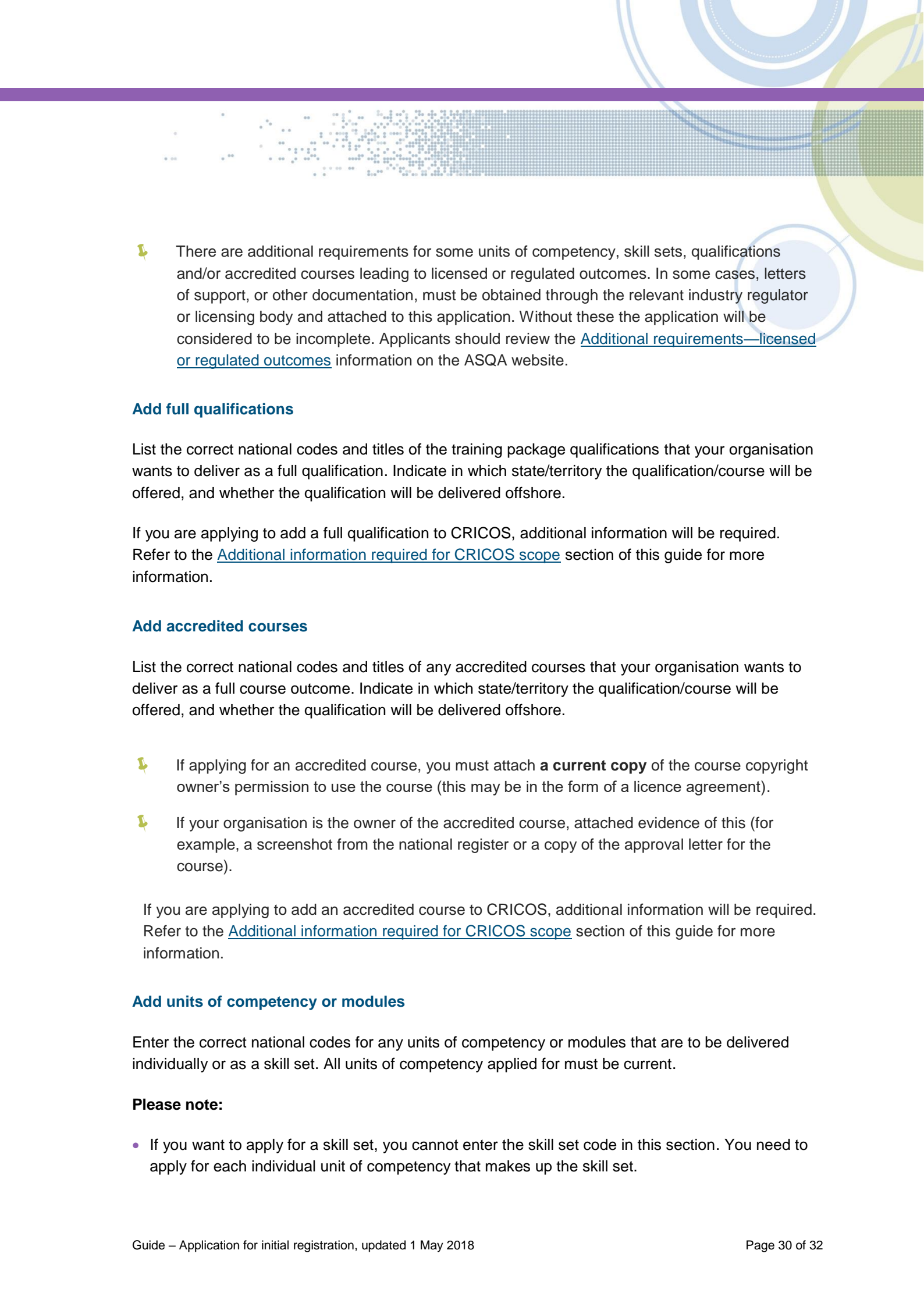
Select the type of scope items you would like to add to your application—noting that you can only select ELICOS courses as part of an application for CRICOS registration.

It is advisable to limit the proposed scope of registration in the initial application, so that if the application is successful, your organisation can consolidate the quality of its operations before extending its scope. This will also limit the establishment costs, as an applicant must have the required resources in place for each product within the proposed scope. Availability and suitability of resources for **all** scope items sought will be examined as part of the process of assessing the application.

Any nationally recognised training products (qualifications, courses and units of competency) applied for must be current. Refer to the national register training.gov.au for currency information and the correct codes and titles for each training product.

Please note: An organisation may only seek registration for a qualification or the 'Assessor Skill Set' from the Training and Education Training Package after it has held at least two years of continuous registration. Unless approved otherwise by ASQA, this application **must not** include any qualification from the Training and Education Training Package, nor any of the following units of competency (or their successors) which comprise the 'Assessor Skill Set' from the Training and Education Training Package:

- [TAEASS401 – Plan assessment activities and processes](#)
- [TAEASS402 – Assess competence](#)
- [TAEASS403 – Participate in assessment validation](#)

- 
- There are additional requirements for some units of competency, skill sets, qualifications and/or accredited courses leading to licensed or regulated outcomes. In some cases, letters of support, or other documentation, must be obtained through the relevant industry regulator or licensing body and attached to this application. Without these the application will be considered to be incomplete. Applicants should review the [Additional requirements—licensed or regulated outcomes](#) information on the ASQA website.

Add full qualifications

List the correct national codes and titles of the training package qualifications that your organisation wants to deliver as a full qualification. Indicate in which state/territory the qualification/course will be offered, and whether the qualification will be delivered offshore.

If you are applying to add a full qualification to CRICOS, additional information will be required. Refer to the [Additional information required for CRICOS scope](#) section of this guide for more information.

Add accredited courses

List the correct national codes and titles of any accredited courses that your organisation wants to deliver as a full course outcome. Indicate in which state/territory the qualification/course will be offered, and whether the qualification will be delivered offshore.

- If applying for an accredited course, you must attach a **current copy** of the course copyright owner's permission to use the course (this may be in the form of a licence agreement).
- If your organisation is the owner of the accredited course, attached evidence of this (for example, a screenshot from the national register or a copy of the approval letter for the course).

If you are applying to add an accredited course to CRICOS, additional information will be required. Refer to the [Additional information required for CRICOS scope](#) section of this guide for more information.

Add units of competency or modules

Enter the correct national codes for any units of competency or modules that are to be delivered individually or as a skill set. All units of competency applied for must be current.

Please note:

- If you want to apply for a skill set, you cannot enter the skill set code in this section. You need to apply for each individual unit of competency that makes up the skill set.

- If applying to deliver a full qualification, it is not necessary to list the individual units from that qualification that will be delivered as part of the qualification here. This section is only used if you are applying for a select number of units and do not wish to deliver the entire qualification.

If you are applying to add a unit of competency or module to CRICOS, additional information will be required. Refer to the [Additional information required for CRICOS scope](#) section of this guide for more information.

Add an ELICOS course

If applying to add an ELICOS course, provide details on the course here.

- 📌 If you have articulation arrangements for the ELICOS program with other providers, attach the formal written agreement/s with the provider/s.
- 📌 If applying for an ELICOS course, the following evidence of compliance with Standard C1 of the ELICOS Standards should be uploaded:
 - a course syllabus
 - a Certificate of Completion and a Certificate of Partial Completion for each ELICOS Course contained in the application
 - a Training and Assessment Strategy (TAS), or similar document, that:
 - > defines the target client group/s and describes how the training product/s will be delivered to meet client needs
 - > demonstrates how each proposed trainer/assessor possesses (equivalence to) all relevant vocational competencies at least to the level of the training or assessment to be delivered
 - > lists all physical resources and equipment that are accessible at each proposed delivery venue
 - > identifies the range and format of all delivery and assessment methodologies and resources/tools to be used
 - > describes how assessment processes, tools and judgements have been and will continue to be systematically validated.

Additional information required for CRICOS scope

If applying to add training products or an ELICOS course to CRICOS, you will be asked additional questions. Guidance on specific parts of these additional questions only are provided below.

Field of education

In this section you need to provide a broad field, a narrow field and a detailed field.

Field name	Where to locate this information
broad field (2 digits)	The broad field is the first two digits of the narrow field of education.
narrow field (4 digits)	The narrow field is listed for each training product on the national register, www.training.gov.au .
detailed field (6 digits)	To find the detailed field of education that relates to your narrow field of education, either: <ul style="list-style-type: none">• refer to the ASCED Field of Education list published by the Australian Bureau of Statistics, or• refer to the units of competency within the training product you are applying for on the national register, www.training.gov.au. Units of competency provide the detailed field that may be suitable.

Total number of domestic students proposed: This is the number of domestic students you intend to have studying the course at any one point in time.

Total number of international students: This is the maximum number of overseas students that will be studying the course at any one point in time.

Declaration

A statutory declaration must be completed by:

- the CE of the organisation applying for RTO registration, and/or
- the PEO of the organisation applying for CRICOS registration.

If the legal entity applying is a person, that person must complete the appropriate declaration(s).

Payment summary

This section will display the fees due in relation to this application. When you press 'Submit', an invoice will be generated for the initial RTO application lodgement fee and/or the initial CRICOS application lodgement fee. The invoice can be viewed and paid via asqanet.

ASQA will not begin assessing your application until the invoice has been paid in full.