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SPECIAL

Tertiary Education Act 1993

GUIDELINES FOR THE ACCREDITATION OF A HIGHER EDUCATION COURSE OF STUDY IN VICTORIA

ISSUED BY THE MINISTER FOR EDUCATION AND TRAINING

Pursuant to s.11 (5) of the **Tertiary Education Act 1993** with respect to the matters to which the Minister must, or may have regard pursuant to s.11 (3) when deciding whether to accredit a course of study for the purpose of s.11 (1) (e) (i)

These Guidelines describe matters that are relevant when considering an application to accredit a course of study under section 11 of the **Tertiary Education Act 1993**. In making a decision the Minister must have regard to whether the course of study is equivalent in standard to a course of study leading to an award of that type or level in a University approved to operate in Victoria. The Minister may have regard to the other matters referred to in these Guidelines.

1. Evidence that the course of study is equivalent in standard to an award of the same or similar type or level in a University such as:

- 1.1 Documentary evidence that the course of study has been judged by another Australian accrediting authority as equivalent in standard to a university course of study at the same level.
- 1.2 Documentary evidence that a recognised university, an institution approved to operate as a university under the **Tertiary Education Act 1993** or the Melbourne College of Divinity has granted credit for studies undertaken in the course of study for which the application is being made.
- 1.3 Independent advice from present or former academic staff in recognised universities as described in the Act with experience in the planning, delivery and/or approval of a course of study of a similar kind.

Information relating to all or any of the matters listed below.

2. Curriculum

- 2.1 The extent to which the learning outcomes satisfy the characteristics of a course of study at that level as described in the current Australian Qualifications Framework.
- 2.2 Appropriateness of syllabus statements, assessment requirements of student work, overall evaluation and reporting of student performance, teaching/learning strategies and prescribed references for the designated award.
- 2.3 The suitability of the modes of delivery for the subject matter.
- 2.4 Recognition of the course of study by any professional association or comparable body for registration or professional entry purposes if appropriate.
- 2.5 Documentary evidence of approval to use syllabus and other curriculum materials where the developer or proprietor or owner of the course of study is other than the applicant.

3. Course of study title

Appropriateness of the course of study title for the proposed level of award and content consistent with that of the Australian Qualifications Framework.

4. Student entry requirements

Appropriateness of pre-requisite and co-requisite qualifications and/or other requirements for entry into a course of study at this level and in this discipline area.

5. Student contact hours

For the proposed mode(s) of delivery and the level of the course of study the appropriateness of the proposed contact hours or equivalent student workload.

6. Qualifications of course of study development staff.

The qualifications and experience of staff who developed the proposed course of study.

7. Resources required to deliver the course of study

Depending on the intended mode(s) of delivery, the special requirements for sustained effective delivery of the course of study.

(Note: Resources are more closely considered under an Authority to Conduct application).

8. Experience in developing higher education courses of study

The applicant's prior history of developing higher education courses of study in Victoria and in other Australian States and Territories.

9. Any other matters relating to course of study design and associated matters

Any additional matters identified as having relevance to the matters to which the Minister may/must have regard under section 11 (3) of the **Tertiary Education Act 1993**.

10. Revocation of existing guidelines

These guidelines revoke any previous guidelines issued by the Minister under section 11 (3) of the **Tertiary Education Act 1993**.

Dated 26 May 2002

LYNNE KOSKY, MP
Minister for Education and Training

Tertiary Education Act 1993**GUIDELINES FOR THE ENDORSEMENT OF A HIGHER EDUCATION COURSE
OF STUDY FOR OVERSEAS STUDENTS IN VICTORIA****GUIDELINES ISSUED BY THE MINISTER FOR EDUCATION AND TRAINING**

Pursuant to s.6 (4) of the **Tertiary Education Act 1993** with respect to the matters which the Minister must, or may have regard pursuant to s.6 (3) when deciding whether to endorse a course of study for overseas students for the purpose of s.6 (1)

These Guidelines describe matters that are relevant when considering an application for endorsement of a course of study for overseas students under Section 6 of the **Tertiary Education Act 1993**. In making a decision the Minister will have regard to the following matters and to matters contained in the Commonwealth Education Services for Overseas Students legislation and related Codes of Practice.

1. Accreditation and authorisation to conduct status of course of study

Generally endorsement of a course of study for overseas students will be considered if the applicant:

- 1.1 is a recognised university under s 9 or a university established under s 10, an autonomous college listed in Schedule 2 of the **Tertiary Education Act 1993** or the Melbourne College of Divinity or
- 1.2 is authorised to conduct the course of study under s 11 (1)(e)(ii) of the **Tertiary Education Act 1993** or
- 1.3 has at the same time applied for accreditation and/or authorisation to conduct the course of study under s.11 (2) of the **Tertiary Education Act 1993**.

2. Compliance with visa requirements

Suitable administrative systems in place to:

- 2.1 collect and maintain current student records including offshore address and Australian residential address
- 2.2 monitor the adherence of students to visa requirements especially attendance and academic performance.

The applicant will be required to certify that they have read and are familiar with current Federal student visa requirements.

3. Student selection procedures

- 3.1 Procedures used to verify the credentials presented by overseas applicants seeking to undertake the course of study.
- 3.2 Procedures used to establish parity between overseas qualifications and Australian equivalent where relevant.

4. Contracts with students

The agreement(s) that overseas students enter into with the applicant institution with particular reference to the:

- services that the provider agrees to deliver as part of the contract
- fees for the course of study and their appropriateness for the services provided.

5. Fee management

The process by which fees collected from overseas students and prospective students are managed and disbursed. In particular, consideration will be given to the procedures by which fees paid in advance are safeguarded until drawn down to pay for tuition and other services.

6. Availability of English language assistance

Where appropriate the availability of assistance to overseas students who require assistance to adequately master English language skills in order to fully participate in their course of study.

7. Cultural understanding

The processes in place to ensure that staff within the applicant's institution are sensitive to the cultural differences of international students.

8. Use of recruiting agents

Where agents are used:

- 8.1 the process used to select overseas agents
- 8.2 the role of overseas agents in the marketing and enrolment activities associated with the course of study.

9. Marketing and promotion materials

The extent to which all advertising and promotional materials for the course of study provide accurate and unambiguous information about the proposed course of study including:

- content and delivery mode
- location
- level
- outcomes and
- recognition of the course of study by any professional association or comparable body for registration or professional entry purposes within Australia.

10. Arrival and orientation procedures

The activities and services which the applicant institution will provide to new students upon arrival in the country and those services available with respect to orientation into Australia and the institution.

11. Student housing and accommodation

11.1 The accommodation options available to international students and the way in which information about these is conveyed to students and prospective students.

11.2 Assistance provided to international students in finding accommodation.

12. Where a course of study is offered in special circumstances

Where a course of study is to be offered in special circumstances by a recognised university or autonomous college, the Minister may also have regard to the manner in which any special circumstance is to be made clear to students prior to enrolment.

13. Any other matters related to endorsement of course of study for international students

Any matter identified as having relevance to the matters to which the Minister may/must have regard under Section 6(3) of the **Tertiary Education Act 1993** and relevant to Federal legislation and regulations.

14. Revocation of existing guidelines

These guidelines revoke any previous guidelines issued by the Minister under section 6 (4) of the **Tertiary Education Act 1993**.

Dated 26 May 2002

LYNNE KOSKY, MP
Minister for Education and Training

Tertiary Education Act 1993

GUIDELINES FOR AUTHORISATION TO CONDUCT
A HIGHER EDUCATION COURSE OF STUDY IN VICTORIA
ISSUED BY THE MINISTER FOR EDUCATION AND TRAINING

Pursuant to s.11 (5) of the **Tertiary Education Act 1993** with respect to the matters to which the Minister must, or may have regard pursuant to s.11 (4) when deciding whether to authorise an institution to conduct a course of study for the purpose of s.11 (1) (e) (ii)

These Guidelines describe matters that are relevant when considering an application for authorisation to conduct a course of study under section 11 of the **Tertiary Education Act 1993**. In making a decision the Minister may have regard to all or any the following matters.

1. Accreditation status of course of study

Generally authorisation to conduct a course of study will be considered if the applicant:

- 1.1 holds accreditation for the course of study under Section 11 (1)(e)(i) of the **Tertiary Education Act 1993** or
- 1.2 has at the same time applied under s 11 (2) of the **Tertiary Education Act 1993** for accreditation.

2. Course of study ownership

Evidence that the applicant is the owner of the course of study.

Where this is not the case a copy of any agreement between the applicant and the owner is to be included. The agreement is to include details of:

- the applicant's authorisation to use the syllabus and other curriculum materials;

- the responsibility for granting the higher education awards;
- the applicant's right to use and deliver materials with respect to Australian copyright laws;
- provision for the curriculum to be updated as and when necessary;
- duration of the agreement and provision for extensions or new agreements.

3. The appropriateness of the proposed method of providing the course of study

The major characteristics of the proposed method of providing the course of study and its suitability to the nature and content of the course of study.

4. Applicant's previous experience in offering higher education courses of study

The applicant and its officers' previous record in conducting higher education courses of study especially in this or related academic areas.

5. Financial viability of institution

The applicant is, on a strictly confidential basis, to provide to the Secretary of the Department of Education and Training evidence of its financial viability including:

- 5.1 the asset/reserve backing.
- 5.2 the capacity of the institution to sustain trading losses that will severely impact on assets/reserves.
- 5.3 a three to five year profit and loss projection including anticipated student enrolments, level of fees and enrolment projections.
- 5.4 the latest audited balance sheet and profit and loss account.

Where the Secretary has concerns about the applicant's long term financial viability the applicant may be required to provide a written commitment from another organisation prepared to guarantee that in the event the applicant becomes financially non-viable, that currently enrolled students are able to complete their courses of study.

The Secretary is to inform the Minister of the financial viability of the applicant prior to the Minister deciding on the application.

6. Fee management

The process by which fees collected from students and prospective students are managed and disbursed.

7. Academic oversight of the course of study

The arrangements to ensure the satisfactory management and maintenance of academic standards of the course of study including:

- quality control of the curriculum materials;
- selection of academic staff;
- student selection and enrolment;
- student assessment.

Where the applicant is not the course of study developer or owner, the application is to include details of the owner's involvement in the academic oversight of the course of study.

8. Student selection procedures

- 8.1 The extent to which student selection procedures ensure that the entry requirements are to be adhered to as described in the
 - accredited course of study or the
 - application for accreditation submitted at the same time.
- 8.2 Procedures used to verify the credentials presented by applicants seeking to undertake the course of study.

9. Student numbers

Depending on the proposed mode(s) of delivery, the number of students that will be admitted at any one time and the capacity of the institution to cope with such numbers in terms of physical facilities, teaching resources, library facilities, information technology systems and other support services.

10. Student grievance procedures

Student grievance procedures for the consideration of matters including academic practices, discrimination and harassment, and administrative processes and the manner in which information concerning these is conveyed to students and staff.

11. Student welfare and support

Arrangements for the support and counselling of students.

12. Qualifications and experience of staff

The qualifications and experience of academic staff that will teach the course of study and support student learning. The application should include the curriculum vitae of all academic staff supporting the course of study together with time that each will be available to students. The application should also include details of administrative staff and support staff.

13. Premises and facilities

13.1 The suitability of the premises in general at the site(s) from which the course of study will be delivered.

13.2 Facilities and access to facilities are seen as essential to the satisfactory delivery of the course of study including:

- specially equipped classrooms;
- laboratories;
- appropriate resource collections;
- special equipment.

13.3 Processes to ensure that the information technology systems, particularly where these are to be utilised for delivery of all or part of the proposed course of study will be in place.

14. Probity of the applicant organisation and its officers

The Secretary of the Department of Education and Training is required to advise the Minister, prior to the Minister making a decision on the application as to the probity of the applicant organisation and whether its officers, agents and representatives are fit and proper persons to establish and operate an institution offering higher education programs. In forming that advice the Secretary may have regard to police checks on the principals, company search, court records and the outcome of other applications for approval of a higher education course of study in other Australian States and Territories.

15. Performance monitoring and reporting requirements

The applicant's agreement and capacity to meet the Minister's performance monitoring and reporting requirements.

16. Any other matters related to authorisation to conduct

Any matters identified as having relevance to the matters to which the Minister may/must have regard for under section 11 (4) of the **Tertiary Education Act 1993**.

17. Revocation of existing guidelines

These guidelines revoke any previous guidelines issued by the Minister under section 11 (4) of the **Tertiary Education Act 1993**.

Dated 26 May 2002

LYNNE KOSKY, MP
Minister for Education and Training

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Government Information and Communications Branch

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Level 3, 356 Collins Street

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Victoria Australia

Subscriptions

The Craftsman Press Pty. Ltd.

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Victoria, Australia 3125

Telephone enquiries: (03) 9926 1233

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Retail Sales

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