
La Trobe Melbourne

Staff
Capabilities,
Educational
Resources
and
Premises
Policy

PURPOSE AND SCOPE

The purpose of this procedure is to define the system of the Designated Authority for CRICOS used to meet the requirements as per the requirements of the National Code 2007 Standard 14 Staff Capability, Educational Resources and Premises.

The National Code of Practice for Registration Authorities and Providers of Education and training to Overseas Students 2007 (National Code) is a set of nationally consistent standards which aims to protect overseas students and delivery of courses to these students by requiring providers and their courses to be registered on CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students). Providers and their courses must be registered on CRICOS to provide education to overseas students. Each State government regulates the delivery of education services to overseas students.

POLICY

Navitas Bundoora Pty Ltd trading as La Trobe Melbourne undertakes to meet the requirements of Standard 14 of the National Code.

Standard 14 of the National Code – Staff capability, education resources and premises requires that:

- The staff of registered providers are suitably qualified or experienced in relation to the functions they perform for students
- The educational resources of registered providers support the delivery of courses to students
- The premises of registered providers, including the floor space available for each student support students to achieve their course outcomes.

Standard 14 states that:

14.1 The registered provider must have and implement policies and procedures to ensure its staffing resources are adequate and have the capabilities as required by the quality assurance framework applying to the course. Where the course provided by the registered provider is not subject to an appropriate quality assurance framework, the registered provider must have and implement appropriate documented policies and processes for the recruitment, induction, performance assessment and ongoing development of members of staff involved with the recruitment or delivery of education or client services to students.

14.2 The registered provider must have adequate education resources, including facilities, equipment, learning and library resources and premises as required by the quality assurance framework applying to the course. Where the course provided by the registered providers is not subject to an appropriate quality assurance framework, the registered provider must ensure it has adequate education resources, including facilities, equipment, learning and library resources, and premises, including ownership or tenancy arrangements for the premises, as are needed to deliver the registered course to the students enrolled with the registered provider.

14.3 The registered provider must notify the designated authority and the students enrolled with the registered provider of any intention to relocate premises (including the head office and campus locations) at least 20 working days before the relocation.

RESPONSIBILITIES

- The Chief Executive Officer, University Partnerships Australasia has overall responsibility
- The College Director/Principal La Trobe Operations is responsible for the overall implementation of the National Code Standard 14
- The Academic Director (Foundation Studies and Diploma Programs) and the Director of Studies (ELICOS) are responsible for implementation of Standard 14 of the National Code.

DEFINITIONS

- The National Standards for Foundation Programs 2007
- Quality Assurance Framework for EAP – the AQTF

Policy Title	Staff Capabilities, Educational Resources and Premises Policy	
Policy Owners	Academic Director (FSDP), Director of Studies (ELICOS)	
Contact Persons	Jacqueline Tulk, Juliana Kendi	
Key Stakeholders		
Approval Body	LTM Executive Committee	7 August 2015
	LTM Executive Committee	5 July 2017
Relevant Legislation	National Code and ESOS Act - https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx	
Related Policies		
Related Guidelines	TEQSA Standards Framework – http://www.teqsa.gov.au/higher-education-standards-framework Higher Education Standards – http://www.hestandards.gov.au National Standards for ELICOS providers and courses – https://www.aei.gov.au/regulatory-information/education-services-for-overseas-students-esos-legislative-framework/elicosnationalstandards/	
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