

## **PART 2: How to Make Applications**

### **2.1 Making contact with the Department of Education and Training**

Applicants and intending applicants should contact the Department of Education and Training. They may email [highered@det.nsw.edu.au](mailto:highered@det.nsw.edu.au) for initial information. Inquiries concerning Australian and overseas non self-accrediting institutions should be made to the Department's Recognition Services Directorate, Level 14, 1 Oxford Street, Darlinghurst. The Directorate can be contacted by telephone on (02) 9244 5335. Written inquiries should be directed to:

The Manager Accreditation and Regulation Recognition Services Directorate Department of Education and Training Locked Bag 53 Darlinghurst NSW 1300
---

Inquiries concerning the recognition or establishment of Australian or overseas universities in New South Wales should be made to the Department's Higher Education Directorate, which can be contacted by telephone on (02) 9561 1952. Written inquiries should be forwarded to:

The Director Higher Education Directorate Department of Education and Training GPO Box 33 Sydney NSW 2000
---

The Department treats all applications and associated documentation as 'commercial in confidence'.

### **2.2 Choosing the appropriate guidelines for an application**

The diagram entitled *Overview of New South Wales Regulatory Framework for Higher Education* (at Appendix 2) illustrates the way in which the *Higher Education Act 2001* regulates the State's higher education in response to the new national quality assurance framework. This will assist applicants to decide the type of applications they should make and which Parts of these guidelines they need to use for developing their submissions.

### **2.3 Developing a submission**

Responsibility for developing a submission for assessment lies with the applicant. The Department will assist with procedural inquiries but does not provide consultation and advice about submissions on an individual basis. Checklists are provided in relevant Parts of these guidelines to help ensure that essential procedures and criteria are addressed. Applicants with no previous experience of developing a higher education submission may wish to consider seeking advice from a person or body with higher education expertise. (The Department does not provide referrals.)

Applicants must develop detailed and fully documented submissions capable of sustaining rigorous assessment by an expert advisory committee. Written comment should be included for each criterion specified in the relevant Parts of these guidelines. Applicants should be familiar with practices and standards that apply in the Australian higher education sector, particularly in relation to the relevant field or fields of study.

Where a non self-accrediting education institution intends to apply for registration and accreditation, it must seek the views of external professional, registering and industry bodies and other higher education institutions through a formally established advisory committee. The submission must demonstrate that the institution has an appropriate academic structure in place to guide the development of its submission and that there is external support for courses submitted for accreditation.

Applicants should familiarise themselves with the following material:

- *Higher Education Act 2001*, which is available at [www.austlii.edu.au](http://www.austlii.edu.au) and on the Department's higher education website at <http://www.highered.nsw.gov.au>
- *National Protocols for Higher Education Approval Processes*, available in booklet form from the Department of Education, Science and Training (ISBN 0 642 44908 2) and on the internet at [www.dest.gov.au/highered/mceetya\\_cop.htm](http://www.dest.gov.au/highered/mceetya_cop.htm)
- *Australian Qualifications Framework Implementation Handbook*, 3rd edition, 2002, available on the Australian Qualifications Framework Advisory Board's website, [www.aqf.edu.au/](http://www.aqf.edu.au/)

Where approval is sought to provide courses to overseas students, the following Commonwealth material should be consulted:

- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students, 2001*
- *Education Services for Overseas Students Act 2000*
- *ESOS 2000 Guide for Providers*

These items can be located at [www.dest.gov.au/esos](http://www.dest.gov.au/esos).

## **2.4 Presentation of a submission**

Each submission must have a title page that clearly specifies the type of application being made. Where an application is for renewal of registration, accreditation or approval, this must be identified and the relevant expiry date noted. The title page must include the name of the education institution, the course(s) related to the application, and the date of lodgement with the Department.

The submission is to be presented on A4 paper printed on one side only. A higher education submission is usually an extensive document, so each page should be numbered sequentially throughout the submission rather than separately for each component. There must be a table of contents, and all attachments/appendixes must be numbered and titled. Where a particular format is required for a submission, details are included in relevant Parts of these guidelines.

## **2.5 Submitting an application**

When the submission has been developed and approved by the appropriate academic authority within the education institution concerned, an application should be lodged with the Department of Education and Training as advised in 2.1 above. The institution's principal executive officer (PEO) must apply by letter to the Department requesting that the submission be assessed. The letter must be accompanied by the relevant fee(s) as set out in the fees schedule at Appendix 1. It must also nominate the contact person for communicating with the Department about the application and provide details of the contact person's postal address, telephone, email and fax.

One unbound copy of the submission should be forwarded with the PEO's letter. The Department will subsequently advise the applicant of the number of bound copies to be provided. Where the submission is for the purpose of registration or accreditation, it must include a letter of authorisation from the appropriate committee within the institution. (See also Part 3 of these guidelines for further material that the PEO must provide with applications for registration and accreditation.)

Where a non self-accrediting education institution is seeking registration for the first time, it will also be applying for course accreditation. To facilitate the process, applicants may submit a single submission combining the key elements required for registration and accreditation submissions as set out in Parts 4 and 5 of these guidelines, respectively. (Information about the format for a combined submission is at Part 4.1.) The letter from the PEO must specify that the application is for a combined assessment. An application for approval to conduct specified courses for overseas students may be lodged at the same time as an application for registration and accreditation, if the applicant so wishes.

## **2.6 Time frames for submitting applications**

Applications for renewal of registration, course accreditation or approval must be lodged at least six months prior to the expiry date. Otherwise, applications may be lodged with the Department at any time throughout the year.

Intending applicants must ensure that applications are made well before the planned commencement of operations or the introduction of a course. They must allow adequate time for the assessment and reporting processes described in these guidelines. This will vary according to the type of application being made. Applicants should request advice about likely time frames when they contact the Department. (Proposed time frames for registration and accreditation are at Part 3.7.)

## **2.7 Public statements and advertising**

Education institutions must not advertise nor make public statements about matters relating to their applications for registration, accreditation or approval before receiving formal notification from the Director-General about the outcome of the application.

Before advertising and recruiting students, a non self-accrediting institution must be registered and its course(s) accredited. In the case of international students, approval under section 10 of the *Higher Education Act 2001* must be granted by the Director-

General, and the institution and the specified courses must be registered on CRICOS before an institution advertises for or recruits overseas students.

## **2.8 Withdrawing an application**

An application for registration, accreditation or approval may be withdrawn at any time prior to a decision being made by the Director-General or, in the case of an application for recognition or establishment of a university, prior to approval being granted by the Minister.

Written intention to withdraw an application should be made to the Department and will be acknowledged in writing.