

Policy Title: Off-shore Delivery by Registered Providers.

1. Rationale:

- 1.1 This policy pertains to providers of education and training as defined in the *Training and Tertiary Education Act 2003*¹, and who are registered by the ARC².
- 1.2 For a registered provider to operate off-shore there must be always be provision for ARC to verify compliance at the provider’s site in the ACT.

2. Policy Statement:

- 2.1 The ARC must assure the quality of education and/or training and the integrity of qualifications issued by a registered provider for provision of those services outside Australia.
- 2.2 The provider’s off-shore operation must continue to meet the relevant Australian quality standard for that sector of education and/or training.
- 2.3 A non compliance or adverse audit finding related to any element of the off-shore operation of a registered provider may result in their registration being suspended, cancelled or otherwise sanctioned by the ARC.

3. Guidelines:

- 3.1 Before granting approval for off-shore delivery, the ARC must ensure that the registered provider:
 - a. Has a scope of registration that covers education and training proposed for that delivery
 - b. Demonstrates that facilities and equipment proposed to be used to deliver course off-shore are suitable and can be checked by an audit team engaged by Council for that purpose
 - c. Does not undertake off-shore delivery before its learning and assessment strategy is demonstrated to the AQF³ requirements
 - d. Has a registered site in the ACT that is valid and active and is not a duplication of registration in another state or territory
 - e. Engages teachers, trainers and assessors proposed to deliver those courses with qualifications, knowledge and skills required by relevant Australian industry and/or regulatory standards
 - f. Has established appropriate quality control mechanisms for its off-shore training, learning and assessment activity
 - g. Ensures that their financial safeguards proposed to protect the interests of fee-paying students are adequate in an off-shore context
 - h. Presents a report of its off-shore operations to the ARC on an annual basis

4. Authorisation

5. Version Control

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Contact for enquiries	Program Manager	Review date	April 2010
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6. References:

Related Documents/ Legislation	Training and Tertiary Education Act 2003. Australian Quality Training Framework (AQTF) Essential Standards National Protocols for Higher Education Approval Processes. <i>AQF Implementation Handbook, 3rd Edition 2002;</i>
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¹ Training and Tertiary Education Act 2003: www.legislation.act.gov.au

² ACT Accreditation and Registration Council: www.arc.act.gov.au

³ Australian Qualifications Framework: www.aqf.edu.au