

12 December 2016

Mr Kee Kuok Wong  
PEO  
Hays International College Pty Ltd  
15 Hay Street  
Box Hill South VIC 3128



Australian Government  
Australian Skills Quality Authority

CRICOS ID: 02790D  
Application No: 1108007

Dear Mr Wong

**Re: Outcome of application to renew CRICOS registration—granted**

I refer to your organisation's application to renew its registration under the *Education Services for Overseas Students Act 2000* (ESOS Act).

In accordance with the provisions of section 10 of the ESOS Act, the Australian Skills Quality Authority (ASQA) has approved your organisation's application to renew its registration on the *Commonwealth Register of Institutions and Courses for Overseas Students* (CRICOS).

PRISMS has been updated to reflect the renewal of your organisation's registration, which should be displayed on CRICOS soon.

Please note that under section 8 of the ESOS Act it is an offence to provide or make an offer to an overseas student to provide a course at a location unless you are registered to provide that particular course at that particular location.

**Maximum Number of Students**

ASQA has considered the capacity of your organisation in terms of its premises, approved arrangements with other providers, facilities, resources, equipment, materials and the ratio of staff to student numbers.

The maximum capacity approved by ASQA remains as 400 overseas students.

**Conditions on Registration**

There are no additional conditions imposed on your organisation's registration.

Your organisation's CRICOS Code is 02790D. Please quote this CRICOS Code as well as your Registered Training Organisation (RTO) ID number in all future correspondence with ASQA.

### **Period of Registration**

Your organisation has been granted registration for a period of 7 years which commenced on 30 October 2016 and is due to expire on 31 October 2023.

Your organisation can apply to the ASQA to renew or withdraw its registration, and timeframes and obligations apply to each process. There are also obligations on an organisation that effectively ceases to operate, even though they remain registered as a registered provider. Further information about obligations in these circumstances is available from the ASQA website at [www.asqa.gov.au](http://www.asqa.gov.au).

### **Changes to CRICOS Registration**

Your organisation must apply to ASQA if it wishes to change its courses and/or locations registered under the ESOS Act. Information on the process to make changes to your organisation's registration under the ESOS Act is available from the ASQA website at [www.asqa.gov.au](http://www.asqa.gov.au).

Please note that an application to change your RTO's VET scope of registration is **not** also an application to vary your CRICOS registration. An application to change your CRICOS registration must be submitted separately.

### **Maintaining Compliance**

Please note that this notice does not constitute certification that your organisation, or any material provided either with your application or reviewed in assessing your application, complies with all requirements of the ESOS Act.

During its period of registration your organisation must comply with the:

- *Education Services for Overseas Students Act 2000*;
- *Education Services for Overseas Students Regulations 2001*; and
- *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007*.

During the period of its registration, your organisation must also comply with the VET Quality Framework (as defined in the *National Vocational Education and Training Regulator Act 2011*).

### **Fees and Charges**

Please refer to ASQA website for details of fees and charges that apply to your registration at [www.asqa.gov.au](http://www.asqa.gov.au).

### **Access to Documents**

Your organisation may also have the right of access to further documents under the *Freedom of Information Act 1982* ([www.oaic.gov.au](http://www.oaic.gov.au)).

### **Further Information and Assistance**

If your organisation requires further information or assistance in relation to this matter, please contact the Info Line on telephone 1300 701 801 or by email to [enquiries@asqa.gov.au](mailto:enquiries@asqa.gov.au).

Yours sincerely



Stacey Rolston  
Assessment Coordinator



**Australian Government**  
**Australian Skills Quality Authority**

9 December 2016

Mr Joseph Wong  
Chief Executive Officer  
Hays International College Pty Ltd  
15 Hay Street  
Box Hill South VIC 3128

Email: [joseph.wong@hic.vic.edu.au](mailto:joseph.wong@hic.vic.edu.au)

Application No: 1106881

Dear Mr Wong

**Re: Outcome of Renewal of Registration Application—Granted**

I refer to your application to renew your registration as a national VET regulator (NVR) registered training organisation (RTO).

In accordance with the provisions of the *National Vocational Education and Training Regulator Act 2011* (NVR Act), your application for registration has been granted. The National Register has been updated to include the following key details of your organisation:

Legal name:	Hays International College Pty Ltd
Trading name(s):	Hays International College Pty Ltd Hays International College
RTO ID number:	21838

**Period of registration**


Your organisation has been granted registration for a period of 7 years which commenced on 31-10-2016 and is due to expire on 30-10-2023. Your organisation's Certificate of Registration is attached.

You can apply to the Australian Skills Quality Authority (ASQA) to withdraw your organisation's registration, and timeframes and obligations apply to that process. There are also obligations on organisations that effectively cease to operate, even though they remain registered as RTOs. Further information about obligations in these circumstances is available from the [ASQA website](http://www.asqa.gov.au).

**Scope of registration**

The organisation's scope of registration – the vocational education and training (VET) courses that your organisation is registered to provide – is listed on the National Register. Please note that Sections 93-94 of the Act provide for the imposition of monetary penalties on RTOs that provide all or part of a VET course outside scope of registration.

Australian Skills  
Quality Authority  
ABN 72 581 678 650  
GPO Box 9928  
Melbourne VIC 3001  
Info line 1300 701 801  
[www.asqa.gov.au](http://www.asqa.gov.au)



If the training and assessment provided is likely to lead to students applying for a licence/recognition to operate in a relevant industry, you will need to ensure that you meet the requirements of the relevant national or state/territory regulator/s. Organisations that ASQA has formal arrangements with that may have additional requirements to be met beyond registration with ASQA before training and assessment will be recognised for industry licensing, registration or other approval can be found in the [External licensing & additional registration requirements spreadsheet](#) on the ASQA website. Please contact the relevant regulator/s to ensure you have satisfied regulatory requirements before delivery and ensure that marketing materials are accurate.

### **Changes to scope of registration**

You must apply to ASQA if your organisation wishes to change its scope of registration by either adding or removing a VET course. Information on the process to make changes to your scope of registration is available from the [ASQA website](#).

### **RTO ID number**

You **must** quote your organisation's RTO ID number in all future correspondence with ASQA. This number **must** also be included on the qualifications and statements of attainment that you issue and the marketing materials that you use as an RTO.

### **Maintaining compliance**

Please note that this notice does not constitute certification that your organisation, or any material provided either with your application or reviewed in assessing your application, complies with all requirements of the VET Quality Framework or applicable conditions of registration.

I wish to remind you that you have signed a statutory declaration in which you have accepted responsibility for ensuring compliance with the VET Quality Framework. This framework comprises the following components:

- the *Standards for Registered Training Organisations (RTOs) 2015*
- the Quality Standards
- the Australian Qualifications Framework
- the Fit and Proper Person Requirements of the Act
- the Financial Viability Risk Assessment Requirements of the Act
- the Data Provision Requirements of the Act.

This is an important commitment that requires you to actively manage and monitor your RTO's activities to ensure that compliance is maintained at all times and across all of your operations. RTO compliance is the mandated foundation upon which organisations should plan and achieve quality improvements to their training and assessment services.

### **ASQA fees and charges**

Please refer to ASQA website for details of [fees and charges](#) that apply to your registration.

### **Conditions of registration**

You are required to comply with the conditions of registration set out in Sections 22-28 of the Act, as well as any additional conditions that ASQA, as the national VET regulator, has imposed on your organisation's registration.



**Access to Documents**

Your organisation may also have the right of access to further documents under the *Freedom of Information Act 1982* ([www.oaic.gov.au](http://www.oaic.gov.au)).

**Further information and assistance**

If you require further information or assistance in relation to this matter, please contact the Info Line on telephone 1300 701 801 or by email at [ben.black@asqa.gov.au](mailto:ben.black@asqa.gov.au).

Yours sincerely



Stacey Rolston  
**Assessment Coordinator**