

1. Purpose of procedures

The following procedures identify the processes to be followed in developing, approving, recording and submitting documentation of Material Change Notifications from USC to the Tertiary Education Quality and Standards Agency (TEQSA) pursuant to the Tertiary Education Quality and Standards Act 2011.

2. Overview

2.1. USC must notify TEQSA of any events that happen, or are likely to happen, that will either significantly affect USC's ability to meet the Higher Education Standards Framework or require updating of USC's entry on the National Register of Higher Education Providers.

2.2. The Vice-Chancellor and President has responsibility for approving the content of any Material Change Notification.

2.3. The notification must be given no later than 14 days after the day that USC would reasonably be expected to have become aware of the change/event.

3. Material Changes related to the National Register of Higher Education Providers and the Higher Education Standards Framework

3.1. The Quality Section in the Office of the Pro Vice-Chancellor (International and Quality) has responsibility for ensuring information about USC recorded in the National Register of Higher Education Providers is correct, and actioning any material change notifications pertaining to that information.

3.2. Members of the University community who identify possible material changes related to USC's ability to meet the Higher Education Standards Framework and that may need to be notified to TEQSA, should advise the Quality Section by email of those matters in the first instance.

3.3. The Quality Section will investigate and determine if there is a need for a material change notification to be made to TEQSA.

3.4. Where a material change notification to TEQSA is required, the Quality Section will draft documentation according to TEQSA requirements and refer it to the designated officer before referring the documentation to the Vice-Chancellor and President for approval and submission to TEQSA.

3.5. The Vice-Chancellor and President will inform the University Council of any material change notifications submitted to TEQSA.

3.6. A copy of any notification of material change submitted to TEQSA will be recorded in USC's corporate records management system by the Quality Section. Any subsequent documentation from or to TEQSA related to the notification will be forwarded to the Quality section for recording.

END

APPROVAL AUTHORITY

Vice-Chancellor and President

RESPONSIBLE OFFICER

Vice-Chancellor and President

DESIGNATED OFFICER

Pro Vice-Chancellor (International and Quality)

FIRST APPROVED

13 June 2012

LAST AMENDED

27 July 2017

EFFECTIVE START DATE

27 July 2017

REVIEW DATE

25 July 2022

STATUS

Active

RELATED DOCUMENTS

Compliance Management Framework - Governing Policy
Governance Framework - Governing Policy

LINKED DOCUMENTS

Governance Framework - Governing Policy

SUPERSEDED DOCUMENTS

Notification of Material Changes - Managerial Policy|Notification of Material Changes - Procedures

RELATED LEGISLATION / STANDARDS

Education Services for Overseas Students Act 2000
Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Higher Education Standards Framework (Threshold Standards) 2015
National Code of Practice Providers of Education ... Overseas Students