

7 March 2014



Australian Government  
Australian Skills Quality Authority

Mrs Loice Njanja  
Director  
Job Training Institute Pty Ltd  
Level 5, 26 McCrae Street  
DANDENONG VIC 3175

Application No: 1045966  
Audit No: 1004153

Dear Mrs Njanja

**Re: Outcome of application for initial CRICOS registration—granted**

I refer to your application to register under the *Education Services for Overseas Students Act 2000* (the ESOS Act).

In accordance with the provisions of *Sections 9AB and 170 (2)* of the ESOS Act, the Australian Skills Quality Authority (ASQA) has determined that your application for registration on the *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)* is granted. A copy of the final CRICOS Audit Report is attached for your reference.

CRICOS has been updated to reflect the courses, locations and the maximum number of students at each location that your organisation is registered to provide.

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 number of overseas students approved by ASQA is 120 at your Dandenong premises and 100 at your Adelaide site.

**The CRICOS Code**

Your organisation has been allocated with a unique identifier on CRICOS (the CRICOS Code) and that will be advised to you as soon as possible. Please quote this CRICOS Code as well as your Registered Training Organisation (RTO) ID number in all future correspondence with ASQA.

### **Conditions on Registration**

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

### **Period of Registration**

Your organisation has been granted registration for a period of five years which commenced on 6 March 2014 and is due to expire on 21 February 2019.

Your organisation can apply to ASQA to renew or withdraw its registration, and there are timeframes and obligations that apply to each process. There are also obligations on organisations that effectively cease to operate, even though they remain as registered providers. Further information about these obligations 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 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 organisation's RTO VET Scope of Registration is **not** also an application to vary its CRICOS registration. An application to change your organisation's CRICOS registration must be submitted separately.

### **Maintaining Compliance**

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.*

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 at [www.asqa.gov.au](http://www.asqa.gov.au) for details of fees and charges that apply to your organisation's registration.

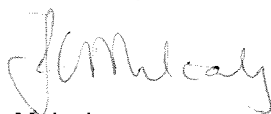
### **Access to Documents**

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 your organisation requires further information or assistance in relation to this matter, please contact Robert East on telephone 03 9954 2507 or by email to [Robert.east@asqa.gov.au](mailto:Robert.east@asqa.gov.au).

Yours sincerely



Jan Mulcahy  
Regional Manager, Compliance Melbourne