

Review the list of students who studied or are still studying in each course at your organisation during the relevant enrolment year. This list of students should equal the number of students who actually studied at your organisation throughout the given year. If you do not agree with the list presented it could be for one or more of the following reasons:

Issue	How / why it may have occurred	Remedy
The list doesn't show a student that studied in a particular course.	A CoE was not created/ approved for the student or the CoE expired and never went to studying status.	Create a CoE with backdated studying dates or update the expired CoE to <i>studying or finished</i> .
The list contains a student that never studied.	A CoE was created and not reported on.	Report on the CoE.
The list indicates a student studied for a shorter time period than they actually did.	The entire period of study a student undertakes with your organisation should be represented by one or more CoEs. If the student studied longer than the CoEs indicate, check the original records in PRISMS. The dates of study on the existing record(s) should cover the same period the student actually studied with your organisation.	Create a new CoE to cover the missing period.
The list indicates a student studied for a longer time period than they actually did.	In most situations when a student deviates from their originally intended period of study you need to report them. If you find that a student is listed as having studied for a longer period on PRISMS than they actually did, you will need to update the relevant CoE to report the reason for the shortened period of study.	Report on the relevant CoE to indicate why there was a change to the originally intended period of study.

If you still have questions about your PRISMS data, please do not hesitate to contact the ARC Helpline on 1300 793 993.

What if I still don't agree with the PRISMS data

It is possible that your PRISMS enrolment data doesn't reconcile with your actual enrolments. DEEWR is available to help you review any data discrepancies that you don't understand.

However, before contacting the Helpline, please go through the following checklist.

- Have you run—and reviewed—the 'ARC Enrolment by Student by Course' export?
- Have all required CoEs been created?
- Have all necessary CoEs been reported on?
- For the purposes of calculating the ARC, have you used the proposed period of study (not the actual period of study)?

If, after completing the above checklist, you still have CoE data you don't understand or don't agree with, please contact the DEEWR ARC Helpline to discuss.

We will be treating all provider queries on a case-by-case basis and will help you understand the data and, if need be, advise on how they are to be updated. In some rare cases there may be a technical reason for inaccurate records in PRISMS. DEEWR will work with you to review these and take the necessary steps required to ensure your records reflect your students' study.

Where can I get more information?

DEEWR appreciates that the process of checking your enrolment data can be complex. Further information on the ARC collection process can be found at:

aei.gov.au/AEI/ESOS/Annual_Registration_Charge_2009.htm

This site contains comprehensive information about the ARC collection process and provides details on how the ARC is determined, which CoEs are in-scope and how the duration of study is calculated. Please refer to this site in the first instance.

ARC helpline on 1300 793 993



Australian Government

Department of Education, Employment and Workplace Relations

Important changes to the 2009 Annual Registration Charge (ARC) collection process

Please take the time to read this brochure—it contains important information regarding changes to the calculation of the ARC. These changes will take effect from 2009 onwards.

Background

An Annual Registration Charge is payable by all providers registered on CRICOS as at 1 January each year.

The amount payable is calculated as a base fee plus a per-enrolment component.

The per-enrolment component of the ARC is determined according to:

- the number of students who studied at your organisation in the relevant calendar year, and
- the duration of study as determined by the Proposed Course Start and Proposed Course End Dates on the student's Confirmation of Enrolment (CoE).

ARC calculation and payment arrangements

As in 2008, the 2009 calculation and payment of the ARC for your organisation will be done through the Department of Education, Employment and Workplace Relations' (DEEWR) ARC payment website. These are the steps in the process:

1. Secure log on
2. Verification of organisation details (name and contact details)
3. Presentation of PRISMS-based enrolment data for 2008
4. Calculation of the ARC based on PRISMS enrolment figures
5. ARC Payment (via credit card, cheque, money order or direct credit).

KEY change for 2009

In 2009, the ARC payment process will change in this way:

All ARC amounts payable will be determined based on enrolment data stored in PRISMS—providers will no longer have the option of directly amending the figures presented on the invoice.

Where providers feel the PRISMS data do not accurately reflect their enrolments, they may need to reconcile their in-house system to PRISMS to ensure enrolment numbers in both systems are identical and a true reflection of which students undertook study.

Why is DEEWR making these changes?

Mandating the use of PRISMS enrolment figures offers significant benefits to the ARC calculation and payment process, including:

- the delivery of a streamlined ARC payment process that reduces the administrative burden to both DEEWR and industry

- application of a standard ARC calculation methodology across **all** providers with the opportunity of using incorrect or fraudulent enrolment data removed
- elimination of the need to audit providers that deviate from using the PRISMS based enrolment numbers
- improved data entry and reporting practices across the industry leading to improved regulatory performance.

The processing change also supports the preference shown by the majority of providers for using PRISMS based enrolment figures as the basis for determining their ARC. In 2008, almost 80% of all providers who paid the ARC used enrolment figures derived from data stored in PRISMS.

Impact on providers

Section 19 of the ESOS Act creates an obligation for providers to notify the Department (via PRISMS) of a range of specified events relating to student enrolments, including name, course, start date and expected duration of the course, termination of studies, changes in identity or duration of a course, and any other prescribed matter relating to accepted students.

What this means, in short, is that at any point in time, so long as providers are meeting their responsibilities under Section 19 of the Act, PRISMS should be a complete and accurate representation of the student profile at their institution. Furthermore there should be no difference between their own records and those kept on PRISMS and consequently no adverse impact associated with the use of PRISMS data.

What do we need to do?

Ask yourself the following questions:

- Is my organisation ARC-ready?
- Do our enrolment records in PRISMS reflect our actual enrolments in 2008?
- Would we be confident using our data if the ARC were calculated today?

If you're not sure of any of these answers or you know the response is no, you will need to take action to review your data.

The key message you need to remember is:

Accurate enrolment data in PRISMS are essential for an accurate ARC calculation.

When do I review my data?

The data review period extends from now until the date the ARC notices are sent in mid January. As best practice, DEEWR strongly encourages providers to regularly review their PRISMS enrolment data. The timing and frequency with which data reviews are possible may depend on the type of organisation and the way in which attendance is monitored.

Some organisations (such as schools) may be able to reconcile PRISMS enrolment records with actual student numbers at any time throughout the year. For other organisations (such as universities) it may only be appropriate to conduct a reconciliation at the end of a semester period, when all assessment is complete. The critical thing to remember is that at the end of the year, the actual number and study outcomes of the international students that are or were studying with you should be accurately reflected by their CoE records within PRISMS.

If you undertake to review your data throughout the year, there should be no surprises when the ARC is determined. Remember—the accuracy of the ARC calculated for your organisation is dependant on the accuracy of your enrolment data in PRISMS. Incorrect data will produce an incorrect ARC calculation.

How do I review my data?

The enrolment data on which your ARC calculation is based is available in PRISMS via the 'ARC Enrolment by Student by Course Export'. This export provides a list of overseas students that undertook, or are still undertaking, a period of study in a given course at your organisation in the relevant year.

The 'ARC Enrolment Statistics' report provides an estimate of your ARC, based upon the results of the 'ARC Enrolment by Student by Course Export'. Please bear in mind that this figure is an estimate only, and may not necessarily reflect the final payment amount.

We suggest you use the 'ARC Enrolment by Student by Course Export' to gain an overview of the overseas student enrolments for your organisation for the relevant enrolment year, as it presents the data in the summarised format of one line of data per student per course. If you wish to view further details of the individual CoE records on which this export is based, this information is available via the 'ARC Raw CoE Data' export within PRISMS. To review the data that will be used as the basis for determining your ARC you will need to:

- Log on to PRISMS >> Go to the 'Available Reports' tab >> Click on 'List of Reports' >> Click on the 'ARC Enrolment by Student by Course Export' option, enter required information and then generate the report.