

NEW STREAMLINED PROCESSES UNDER ENHANCED REGISTRATION FRAMEWORK (ERF)

From 17 April 2018 onwards, CPE will introduce changes to ERF processes. These changes reflect the improved compliance profile of the sector and are part of CPE's continuous efforts to reduce administrative burden on PEIs.

2. The changes are listed below with details provided in Annex A :
 - (a) Revision to registration renewal process for PEIs with good track record
 - (b) Revision to registration period from the minimum of 1 year to 2 years
 - (c) Streamlined process for update applications on premises, courses with Industrial Attachment, offering courses overseas and teacher audit checks

3. In essence, PEIs with consistently good 4 year ERF track record will enjoy a much simplified ERF renewal process moving forward, while the minimum registration period for ERF will be increased from 1 year to 2 years to give affected PEIs greater certainty to make business and investment plans. Other changes include allowing new PEIs to secure premises only after ERF registration is approved, a simplified process for application on premise change, greenlane clearance for EduTrust certified PEIs offering courses overseas, removal of the need for government or industry endorsement for courses with industrial attachment, and scrapping the teacher audit exercise.

4. CPE would like to take this opportunity to remind PEIs that while the Agency will continuously strive to improve processes and reduce administrative burden on PEIs, it is the responsibility of the PEI to ensure understanding and compliance with the Private Education Act and Regulations. The Agency will continue to conduct workshops to help PEIs understand the rules, and also carry out unannounced inspections where necessary to ensure students' interest is protected and reputation of the sector is not tarnished.

5. PEIs may contact their respective inspectors-in-charge for further clarifications if required.

Annex A

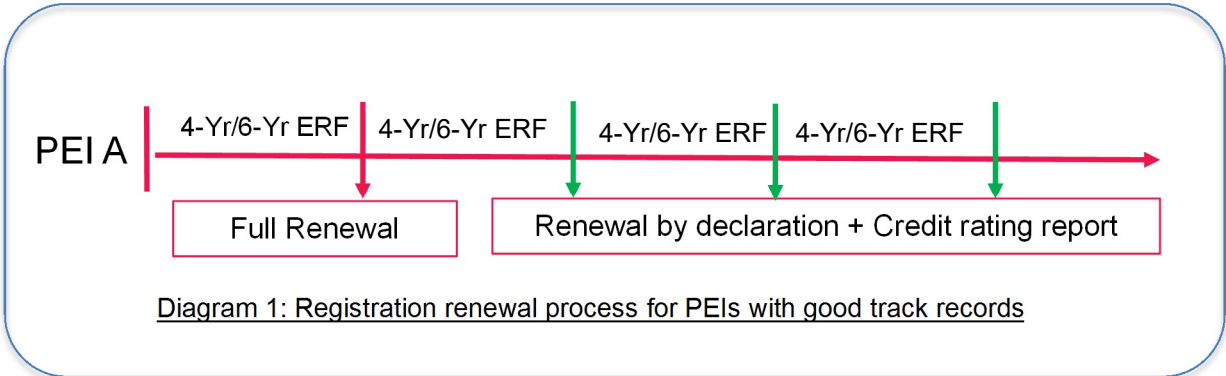
DETAILS ON THE CHANGES IN PROCESSES UNDER THE ENHANCED REGISTRATION FRAMEWORK (ERF)

(a) Revision to registration renewal process for PEIs with good track records

PEIs which have met the following criteria will be eligible to renew their registration via a renewal by declaration process

- obtained two consecutive 4 or 6-year registration periods
- obtained credit rating of at least band 3. The credit rating report should be dated within 6 months before the expiry of PEI’s registration

Diagram 1 below illustrates the process.



PEIs are only required to submit a declaration form and a valid credit rating report under the renewal by declaration process.

(b) Revision to registration period from the minimum of 1 year to 2 years

The minimum registration period for new PEI registration will be 2 years. The other two registration periods i.e. 4-year and 6-year remain unchanged.

(c) Streamlined processes for update applications

(i) Approval for Changes to CPE Registered Premises

For changes to **premises bearing the same address or within the same building**, PEIs are only required to seek approval by submitting a declaration form and a photo annex. No site inspection will be conducted.

CPE reserves the right to conduct a site inspection where necessary before approval is given. PEIs are also reminded to keep records of the approvals from the relevant authorities on the suitability of usage and safety aspects of its premises.

(ii) Simplified Process for Seeking Permission to Offer Courses Overseas

PEIs which have **attained 4-Year EduTrust** certification will only need to submit basic information to CPE if they wish to offer CPE-permitted courses overseas.

(iii) Removal of Endorsement Requirement for Courses with Industrial Attachment

PEIs seeking permission to offer courses with industrial attachment (IA) will no longer need to obtain endorsement from government agencies or industry associations. All other requirements on courses with IA remain unchanged.

(iv) Removal of Teacher Audit Exercise

The teacher audit exercise currently done twice a year will be removed. PEIs are also reminded to keep records of teachers as CPE may check such records at any point of time.