

**EDUTRUST CERTIFICATION SCHEME
PRIMARY AND SECONDARY SCOPE REQUIREMENTS**

With introduction of the enhanced EduTrust renewal process, EduTrust requirements have been classified into two categories - Primary and Secondary Scope.

2. For PEIs that have demonstrated a good track record with at least two consecutive terms of 4-year EduTrust certification, renewal of EduTrust certification will be based on assessment of the **Primary Scope**. The score attained on the Primary Scope (maximum of 660 points) will be rebased to 1000 points to determine the type of EduTrust certification award that the PEI is eligible for.

3. For the rest of EduTrust-certified PEIs and new applicants, EduTrust certification will be based on assessment of all EduTrust requirements.

Table 1: Primary Scope and Secondary Scope Requirements

Criterion (1000 Points)	Primary Scope Sub-Criterion (660 Points)	Secondary Scope Sub-Criterion (340 Points)
1. Management Commitment and Responsibilities	1.2 Strategic Planning (30 pts)	1.1 Vision, Mission and Values (20 pts)
2. Corporate Governance and Administration	2.1 Corporate Governance and Financial Resources (30 pts)	2.2 Human Resource Management (40 pts) 2.3 Partnerships (20 pts) 2.4 Communication (20 pts) 2.5 Data, Information and Knowledge Management (30 pts) 2.6 Feedback Management (40 pts)
3. External Recruitment Agents	3.3 Monitoring and Evaluation of Agents (30 pts)	3.1 Selection of Agents (20 pts) 3.2 Management of Agents (30 pts)

4. Student Protection and Support Services	4.1 Fee Protection Scheme (40 pts) 4.2 Student Contract (40 pts)	4.3 Refund (30 pts) 4.4 Course Transfer, Withdrawal and Deferment (40 pts) 4.5 Student Support Services (50 pts)
5. Academic Processes and Student Assessment	5.1 Course Design, Development and Review (60 pts) 5.2 Course Planning and Delivery (50 pts) 5.3 Student Selection and Admissions (40 pts) 5.4 Student Conduct and Learning (40 pts) 5.5 Student Assessment (60 pts)	NIL
6. Achievement of Student and Graduate Outcomes	6.1 Measurement of Student and Graduate Outcomes (30 pts) 6.2 Student and Graduate Outcomes (120 pts)	NIL
7. Quality Assurance, Monitoring and Results	7.1 Performance Management and Analysis (30 pts) 7.2 Internal Assessment (20 pts) 7.3 Management Review (20 pts) 7.4 Continual Improvement (20 pts)	NIL