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## Managing the Performance of Education Agents Policy

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<b>Policy Custodian:</b>	Business Development Manager
<b>Policy Contact:</b>	Business Development Manager
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### 1.0 Purpose

This policy and related procedure relates to the managing and monitoring of the performance of education agents engaged by the Engineering Institute of Technology (EIT).

### 2.0 Scope

This policy applies to all international student operations of the EIT.

The Business Development Manager is responsible for this policy and related procedure.

### 3.0 Compliance Requirements

National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students.

### 4.0 Policy

The policy and related procedure for EIT to ensure that all its Education Agents operate ethically, in the best interest of EIT and in accordance with the requirements of the National Code of Practice is fivefold and based on:

- Selection of Agents
- Agents Contracts
- Student surveys
- Communication with Agents
- Performance review .

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### 5.0 Supporting documentation

- Managing the Performance of Education Agents Procedure