
Recruitment of Education Agents Policy

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1.0 Purpose

This policy describes the process to be followed when recruiting education agents.

2.0 Scope

This policy applies to all Engineering Institute of Technology (EIT) staff who are involved in the recruitment of education agents.

3.0 Compliance Requirements

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

4.0 Policy

The process of recruiting education agents involves a great deal of decision making. This policy and related procedure is designed to alleviate the problems and pitfalls encountered when contracting agents.

EIT will take all reasonable measures to use education or recruitment agents that have an appropriate knowledge and understanding of the Australian international education industry and act with integrity and honesty.

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EIT will enter into a written agreement with the education agents approved to represent it in accordance with the requirements of Standard 4 and EIT's '*Recruitment of Education Agents Procedure*'.

EIT will maintain an accurate list of authorised recruitment agents, publish the list on its website and include the name of the agent on the Confirmation of Enrolment (CoE) where applicable.

5.0 Supporting documentation

- Recruitment of Education Agents Procedure