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## Recruitment of Education Agents Procedure

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<b>Policy Contact:</b>	International Agent Coordinator
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### 1.0 Purpose

To describe the recruitment process to be followed when EIT recruits education agents.

### 2.0 Scope

This procedure 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 Providers of Education and Training to Overseas Students 2018.

### 4.0 Procedure

The process of recruiting education agents involves a great deal of decision making. This procedure is designed to alleviate the problems and pitfalls encountered when contracting education agents by providing a stream of checks and due diligence towards any final appointment.

EIT will take all reasonable measures to recruit education agents that meet the requirements of the National Code, and in accordance with EIT's '*Recruitment of Education Agents Policy.HE*'.

EIT will enter into a written agreement (contract) with any education agent approved to represent it in accordance with the requirements of the National Code and EIT's '*Recruitment of Education Agents Policy.HE*'.

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 CoE where applicable. EIT will also enter and maintain all education agents' details in PRISMS.

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The process listed below is chronological.

- Identify potential organisation/agent:
  - a. Visit website
  - b. View company profile, looking at successful history
  - c. Visit office (where possible)
  - d. Meet with key staff (in person or remotely)
- Advertisements:
  - a. Sight referrals or advertisements involving association with the agent and other Training Organisations (preferably Australian higher education based institutes)
  - b. Request copies of any recent publications or advertisements placed by the agent
- Introduce EIT
  - a. Via email, telephone or in person
  - b. Include company profile, agent contact, course information and brochures
  - c. Supply a copy of EIT's Code of Conduct for Education Agents, Agent Agreement, Agent Application Form and Refund Policy
- Recruit and appoint Education Agent
  - a. Receive completed application form from agent
  - b. International Education Agent Coordinator reviews application and conducts referee checks (via email or phone)
  - c. If application is approved issue an agreement for the agent to sign
  - d. Ensure agent agreement is duly signed by Principal and Agent's Director
  - e. Arrange training for the agent, to be conducted by the International Education Agent Coordinator, and issue marketing materials.
  - f. If application is rejected the International Education Agent Coordinator will communicate this to the agent, including reasons for rejection.

### 5.0 Supporting documentation

- Code of conduct for education agents
- Education agent agreement
- Education agent application form