
Recruitment of Education Agents Procedure

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1.0 Purpose

To describe the recruitment process of 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 Registration Authorities and Providers of Education and Training to Overseas Students.

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 agents by providing a stream of checks and due diligence towards any final appointment.

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.

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 CoE where applicable.

Recruitment of Education Agents Procedure

The process listed below is chronological.

- Identify potential organisation/agent:
 - a. Visit website
 - b. View company profile, looking at successful history
 - c. Where possible visit office
 - d. Meet with key staff

- Advertisements:
 - a. Sight referrals or advertisements involving association with agent and other Registered Training Organisations and Universities
 - b. Request copies of any recent publications or advertisements placed by the agent

- Introduce EIT
 - a. Via email, post or telephone
 - b. Through direct meeting
 - c. Include company profile, agent contact, course information and brochures
 - d. Supply code of conduct for education agents, agent agreement, agent application, refund policy

- Recruit and appoint Education Agent
 - a. After completing all the above steps, arrange brochure stock for agent
 - b. Ensure agent agreement is duly signed by Principal and Agent's Director
 - c. Refer all reports to EIT Business Development Manager and Dean of Engineering.

5.0 Supporting documentation

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