

RECRUITMENT OF EDUCATION AGENTS POLICY

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1.0 Purpose

This policy describes the process to be followed when EIT recruits 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 Providers of Education and Training to Overseas Students 2018.

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 education agents.

EIT will take all reasonable measures to recruit education agents that:

- take reasonable steps to avoid conflicts of interests with its duties as an education agent for EIT
- observe appropriate levels of confidentiality and transparency in their dealings with overseas students or intending overseas students
- act honestly and in good faith, and in the best interests of the student
- have appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics.

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 Procedure'.

The written agreement will include, but is not limited to, the following:

- the responsibilities of EIT, including that EIT is responsible at all times for compliance with the ESOS Act and National Code 2018
- EIT's requirements of the agent in representing EIT as outlined in the National Code, and listed above.
- EIT's processes for monitoring the activities of the education agent in representing EIT, and ensuring the education agent is giving students accurate and up-to-date information on EIT's services
- the corrective action that may be taken by EIT if the education agent does not comply with its obligations under the written agreement including providing for corrective action as outlined in the National Code.
- EIT's grounds for termination of EIT's written agreement with the education agent, including providing for termination in the circumstances outlined in the National Code.

the circumstances under which information about the education agent may be disclosed by EIT and the Commonwealth or state or territory agencies.

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

5.0 Supporting documentation

- Recruitment of Education Agents Procedure