

Education Agent Policy

1. Purpose

1.1 This policy sets out the principles for engaging and monitoring education agents working with and on behalf of Stanley College.

2. Scope

2.1 This policy applies to:

- 2.1.1 all Education Agents of Stanley College; and
- 2.1.2 all staff involved in the recruitment and monitoring of the agents for the College.

3. Responsibility

3.1 The International Recruitment Managers are responsible for managing of Stanley College Education Agents.

4. Definitions

Education Agent	A person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers. Education agent does not refer to an education institution with whom an Australian provider has an agreement for the provision of education (that is teaching activities).
ESOS Act	The <i>Education Services for Overseas Students Act 2000</i> of the Commonwealth of Australia.
International Student	A student studying in Australia on a student visa issued by DoHA.
National Code 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
PRISMS	Provider Registration and International Students Management System: the Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.

5. Policy Provisions

Principles

5.1 Stanley College will enter into a formal written agreement that governs the appointment of Education Agents engaged to representing Stanley College.

5.2 Stanley College engages and manages agents to support the College's recruitment objectives.

5.3 Stanley College will not accept students from an Education Agent if it reasonably suspects that the Education Agent, their employee or sub-contractor has:

- 5.3.1 engaged in, or has previously been involved in dishonest practices, including the deliberate attempt to recruit a student where it conflicts with Standard 7 of the National Code 2018;
- 5.3.2 facilitated the enrolment of a student who the Education Agent believes will not comply with the student visa conditions; or
- 5.3.3 provided immigration advice where it is not authorised to do so under the Migration Act.

5.4 Stanley College will:

- 5.4.1 select only reputable Education Agents;
- 5.4.2 manage and monitor its Education Agents to ensure they act with honesty and integrity;
- 5.4.3 manage its Education Agents in a professional and responsible manner;
- 5.4.4 enter into a written agreement with each Education Agent, as per the *Education Agent Procedure*;
- 5.4.5 engage with its Education Agents to ensure they have up-to-date information on Stanley College's courses and education services available to prospective international students;
- 5.4.6 maintain an accurate list of its Education Agents and enter and maintain the Education Agents' details in PRISMS, ASQANET, Ebecas and website.
- 5.4.7 provide information on Education Agents in PRISMS for every student enrolment where an agents employee has facilitated the students' acceptance for enrolment;
- 5.4.8 be responsible at all times for compliance with the Tertiary Education Quality and Standard Agency (TEQSA) Act 2011, ESOS Act and National Code 2018;
- 5.4.9 provide adequate training and information twice a year for Education Agents, including their obligations under this policy, the written agreement and Australian migration laws;
- 5.4.10 monitor the Education Agents' compliance with the written agreement;
- 5.4.11 take immediate corrective action if it becomes aware that the Education Agent, or its subcontractor, has not complied with the responsibilities outlined in the written agreement;
- 5.4.12 terminate the written agreement if it becomes aware, or has reason to believe, the Education Agent is engaging in false or misleading recruitment practices; and
- 5.4.13 take responsibility for the creation of all Confirmation of Enrolment (CoE) for students. Education Agents are not permitted to create CoE's on behalf of Stanley College and are not provided with access to PRISMS.

6. Policy Information

Policy Area	Corporate Services & Operations
Authorised Officer	Vice President Corporate Services & Operations
Supporting documents, procedures & forms of this policy	<i>Education Agent Procedure</i> <i>Marketing Procedure (VET & ELICOS)</i> <i>Agent Agreement</i> <i>Guidelines for use of PRISMS</i>
Related Legislation and Codes of Practice	Higher Education Standards Framework 2021 National Code of Practice for Providers of

	Education and Training to Overseas Students 2018 Education Services for Overseas Students (ESOS) Act 2000 The ESOS Regulations 2001 The Migration Act 1958 The Migration Regulations 1994 Tertiary Education Quality and Standard Agency (TEQSA) Act 2011
Audience	Public