

## Education Agent Policy & Procedure

### Purpose

This policy is to ensure that Education Agents with whom Raymond International College (RIC) has written agreements with, act ethically, honestly and in the best interests of overseas students, as well as uphold the reputation of Australia's international education sector.

This policy will also ensure that intending students will benefit from the monitoring strategies of RIC and from RIC's ability to terminate agreements with Education Agents who engage in false or misleading recruitment practices.

This ensures compliance with Standard 4 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### Definitions

**DET** means Department of Education and Training

**DHA** means Department of Home Affairs

**Education Agent** means '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).

## Policy

### 1. Recruitment of Agents

- RIC will only work with reputable Education Agents who have an appropriate knowledge and understanding of the Australian international education industry.

RIC will engage agents:

- who have completed the Education Agents Training Course (EATC) offered by PIER (Professional International Education Resources) or;
- Have a recognized equivalent and belong to a professional association representing Education Agents where one exists or;
- where adequate reference checks have been made by RIC.

### 2. Written Agreements

- RIC develops and implements a written agreement with each Education Agent that is engaged to recruit students on its behalf. All written agreements are recorded in the *Education Agent Agreements Register*.
- RIC will inform ASQA within thirty (30) calendar days when agreements with third parties commence or come to an end
- Written agreements will specify all of the following:
  - RIC responsibilities, including that RIC is responsible at all times for compliance with the ESOS Act and National Code 2018.
  - RIC requirements for agents who represent them, including the requirement to:
    - declare in writing and take reasonable steps to avoid conflicts of interests with duties as an Education Agent.
    - observe appropriate levels of confidentiality and transparency in 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.
  - RIC processes for monitoring the activities of Education Agents in representing the provider, and ensuring the Education Agent is giving students accurate and up-to-date information on RIC's products and services
  - corrective action that may be taken by RIC if an Education Agent does not comply with its obligations under the written agreement.

- RIC's grounds for termination of the registered provider's written agreement with the Education Agent.
- the circumstances under which information about the Education Agent may be disclosed by RIC and the Commonwealth or state or territory agencies.
- A list of Education Agents with whom RIC has a written agreement will be included on RIC's website. As a minimum this information will include the agency name, name of the principal agent, legal entity and street address.

### **3. Monitoring and termination**

- Where RIC becomes aware that, or has reason to believe, the Education Agent or an employee or subcontractor of that Education Agent has not complied with the Education Agent's responsibilities, RIC will take immediate corrective action.
- Where RIC becomes aware, or has reason to believe, that the Education Agent or an employee or subcontractor of the Education Agent is engaging in false or misleading recruitment practices, RIC will immediately terminate its relationship with the Education Agent, or require the Education Agent to terminate its relationship with the employee or subcontractor who engaged in those practices.
- RIC will not accept students from an Education Agent if it knows or reasonably suspects the Education Agent to be:
  - providing migration advice, unless that Education Agent is authorised to do so under the Migration Act.
  - engaged in, or to have previously engaged in, dishonest recruitment practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of registered providers under Standard 7 (Overseas student transfers).
  - facilitating the enrolment of a student who the Education Agent believes will not comply with the conditions of his or her visa.
  - using PRISMS to create CoEs for other than bona fide students.
- RIC will complete the Education Agent Monitoring Form every six months to monitor the agents. The monitoring activities of RIC will identify where an agent may be involved in any of the above activities. RIC will also take into account reports from students where the number of students is a reasonable proportion of the students recruited by an agent.

### **4. Marketing Materials**

- Education agents will be provided with current and accurate marketing information that meets the requirements of RIC's *Marketing and Advertising Policy*.

## Procedures

### 1. Process new Education Agent application

National Code: Standard 4

Procedure	Responsibility
<p><b>Provide information to potential Education Agents</b></p> <ul style="list-style-type: none"> <li>Email or post potential Education Agents with the <i>Education Agent Application Form</i> for completion.</li> <li>Advise in a covering email or letter that the application process will take 2 weeks from receipt of the completed form.</li> </ul>	Marketing Officer
<p><b>Assess application from agent</b></p> <ul style="list-style-type: none"> <li>Acknowledge receipt of application.</li> <li>Review application for completeness.</li> <li>Where the application is incomplete, inform the agent of the additional information required and the requirement to provide this within 10 days or that otherwise the application will no longer be valid.</li> <li>Consider information in application and contact referees as required.</li> <li>Assess application based on the responses from referees, the location that the agent will recruit from, the demonstrated understanding of Australian laws in regard to student recruitment and agent experience in the recruitment of international students.</li> <li>Approve or refuse application.</li> <li>Notify agents in writing of the decision to approve or not approve the application and including reasons where the application is declined.</li> </ul>	Marketing Officer

### 2. Confirm agreement

Relevant to National Code: Standard 4

Procedure	Responsibility
<p><b>Confirm agreement with new Education Agent</b></p> <ul style="list-style-type: none"> <li>Send two copies of the written agreement to agent for signing with one to be returned. The agreement will be valid for one year for new applications.</li> <li>Following receipt of signed agreement, send certificate as evidence of registration with RIC to be displayed in agents' offices to indicate to prospective students that they have a written agreement with RIC.</li> </ul>	Marketing Officer

Procedure	Responsibility
<ul style="list-style-type: none"> <li>• Add approved agent to <i>Education Agent Agreements Register</i>.</li> <li>• Add approved agents to RIC list of approved Education Agents and publish on the website.</li> <li>• Enter details of education agent into PRISMS. Ensure details are maintained at all times in the event of changes.</li> <li>• Enter details of education agent into ASQAnet portal within 30 days of agreement. Ensure details are maintained at all times in the event of changes including the start date and end date of the agreement.</li> </ul>	
<p><b>Renew existing agent agreements</b></p> <ul style="list-style-type: none"> <li>• For existing Education Agents and subject to effective performance, provide copies of renewed agreements for signing. Existing agreements will generally be renewed for a further two years.</li> <li>• Update <i>Education Agent Agreements Register</i>.</li> </ul>	Marketing Officer

### 3. Implement agent agreement

National Code: Standard 4

Procedure	Responsibility
<p><b>Induct new agents</b></p> <ul style="list-style-type: none"> <li>• Provide an induction regarding RIC’s course offerings</li> <li>• Provide an overview of RIC’s current marketing strategies.</li> <li>• Discuss student enrolment and selection process</li> <li>• Provide approved marketing materials, <i>Marketing and Advertising Policy and Procedures</i>, and discuss process for updating any revised marketing materials.</li> <li>• Discuss and clarify National Code 2018 requirements and RIC’s <i>Education Agent Policy &amp; Procedures</i>.</li> <li>• Confirm dates for review of Agreement and targets to be achieved.</li> </ul>	Marketing Officer

Procedure	Responsibility
<p><b>Provide up to date marketing information to agents</b></p> <ul style="list-style-type: none"> <li>• Provide up to date marketing information to agents each time marketing information is updated.</li> <li>• Send updated marketing information via email or post.</li> <li>• Emails, phone calls, text messages or other informal communications regarding specific student issues</li> <li>• Regular meeting minutes to understand the marketing constraints and opportunities</li> <li>• Where the web site is updated, email agents with a link to the updated web site and provide a summary of changes.</li> <li>• Check that emails have been received from all agents confirming that they are using new versions and have removed, taken down or destroyed previous versions.</li> <li>• Follow up agents who have not sent this email confirmation to ensure they send it immediately.</li> </ul>	<p>Marketing Officer</p>
<p><b>Monitor Education Agents</b></p> <ul style="list-style-type: none"> <li>• Implement monitoring procedures as per written agreement including:             <ul style="list-style-type: none"> <li>– Completed Education Agent Monitoring Form and/or documented face to face meetings and/or telephonic meetings with agents at least every six months</li> <li>– Analysis of quality and quantity of applications on behalf of prospective students</li> <li>– Analysis of conversion rates from lodging applications to studying at RIC.</li> <li>– Requirement for a quarterly report documenting the number of students interviewed by the agent either in their offices or at other venues such as education fairs.</li> <li>– Documenting on the agent’s file instances where students claim to have been misinformed about their studies at RIC.</li> </ul> </li> </ul>	<p>Marketing Officer</p>

Procedure	Responsibility
<ul style="list-style-type: none"> <li>– Documenting on the agent’s file instances where the agent has shown a lack of knowledge of student visa requirements or other matter relating to the student’s stay in Australia.</li> <li>– Surveying current and prospective students about the information provided to them by the Education Agent and the level of assistance given to the student to assist them in travelling to Australia.</li> <li>• If at any time, monitoring procedures show that the agent is not meeting the terms as specified in the written agreement, investigate the issue as shown below.</li> <li>• Where an agent is meeting the terms as shown in the written agreement, provide written feedback to agent indicating such.</li> </ul>	
<p><b>Investigate agents who are not meeting the terms of their agreement</b></p> <ul style="list-style-type: none"> <li>• Seek feedback from the agent on the issue.</li> <li>• Discuss issue with CEO and decide on action as follows:           <ul style="list-style-type: none"> <li>– Where it is considered that there was no breach of the agreement, write to agent confirming this.</li> <li>– Where corrective or preventative action is required, inform agent in writing of breach and action required and timelines.</li> <li>– Where breach is considered to be major, inform agent of the reasons, terminate agreement and report to DHA and DET. Remove agent from register, PRISMS and ASQAnet within 30 calendar days of cessation of agreement.</li> </ul> </li> <li>• Where an agent is required to implement corrective or preventative action, monitor agent to ensure that actions are implemented according to agreed timelines. If actions are not implemented, terminate the agreement as above.</li> <li>• Keep all documentation on file.</li> </ul>	Marketing Officer

**Associated documents**

- Educations Agents Application Form
- Education Agent Agreements Register
- Marketing and Advertising Policy and Procedure