
INTERNATIONAL STUDENT EDUCATION AGENT POLICY

POLICY NUMBER

G9

DATE OF IMPLEMENTATION

June 1, 2022

DATE FOR REVIEW

June 1, 2023

REVIEW HISTORY

UPDATED December 20, 2021 – RELEVANT TO INTRODUCTION OF NEW LEGISLATION

APPROVED BY

Kyle Thompson

RESPONSIBLE

Wendy Whittaker

RELATED DOCUMENTS

- National Code of Practice for Providers of Education and Training to Overseas Students 2018, ESOS Act 2000, ESOS Reg 2001

Education agents are engaged to formally represent SCOTS PGC College under the following conditions:

- The education agent agrees to comply with the requirements of Standard 4 in the National Code 2018, including
 - declaring in writing and taking reasonable steps to avoid conflicts of interests with any duties as an education agent representing SCOTS PGC College (St 4.3.1)
 - observing appropriate levels of confidentiality and transparency in dealings with overseas students or intending overseas students (St 4.3.2)
 - acting honestly and in good faith, and in the best interests of the student (St 4.3.3)
 - having appropriate knowledge and understanding of the international education system in Australia, including the [Australian International Education and Training Agent Code of Ethics](#) (St 4.3.4)
- The education agent signs and abides by the conditions of the School's written agency agreement
- The education agent responds appropriately to School monitoring activities and corrective and preventative action, and understands the grounds for

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termination of agreement as outlined in Standard 4.4 of the 2018 National Code

- The education agent accurately promotes the services and facilities provided by the school and uses up to date marketing materials as supplied by the School.

SCOTS PGC College will not accept a student from an education agent if it is known or suspected at any time that the agent

- engages in or has previously engaged in dishonest practices;
- deliberately attempts to recruit a student within the first six months of that student's study in their first registered school sector course with another provider;
- facilitates the enrolment of a student he/she believes will not comply with visa conditions, or is not a bona fide student, or
- provides immigration advice where he/she is not authorised to do so under the Migration Act 1958

SCOTS PGC College may receive a student enrolment application from an education agent on behalf of the parent. As the education agent has not been engaged by the school to formally recruit students on the school's behalf, such an agent would fall outside the scope of NC St 4.

A list of education agents with whom the school has a formal written agreement are listed on the home page of SCOTS PGC College's website and is readily available to students and regulators.

SCOTS PGC College enters and keeps up to date details about education agents with whom the school has a formal written agreement in PRISMS.

Information provided about education agents includes at a minimum:

- Agency name
- Name of principal agent
- Legal entity of agency
- Street address(es) of agency
- Business email
- Phone number

Kyle Thompson
COLLEGE PRINCIPAL

All staff should ensure that they are using the most up to date version of this policy. Policies should only be accessed from the College's [Document Library](#).

