



SECTION	OVERSEAS STUDENTS				
ITEM:	Education Agents			ITEM No:	OSS-016
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RESPONSIBILITY:	College Management Team and CRICOS Co-ordinator			VERSION:	2018.1
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1. PURPOSE

Brisbane Christian College accepts enquiries from agents or Individuals making enrolment enquiries or assisting in any way with enrolment applications.

As part of Brisbane Christian College’s undertaking of due diligence, prospective agents are requested to provide as much information as possible as evidence of meeting professional conduct standards and understanding of obligations under the 2018 National Code.

2. SCOPE

This policy applies to education agents formally engaged by Brisbane Christian College via the *College Agency Agreement*.

3. SOURCES

- *The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018);*
- *Education Services for Overseas Students (ESOS) Act 2000;*
- *Education Services for Overseas Students Regulation 2001;*
- *Migration Act 1958;*
- *Education Services for Overseas Students (Registration Charges) Act 1997 (the Charges Act).*

4. DEFINITIONS

- **Agent** to represent Brisbane Christian College for the purpose of the recruitment of suitable students to study at Brisbane Christian College.

5. POLICY

Education agents are engaged to formally represent Brisbane Christian College under the following conditions:

- The education agent agrees to comply with the requirements of *Standard 4 in the 2018 National Code*, including:
 - declaring in writing and taking reasonable steps to avoid conflicts of interests with any duties as an education agent representing Brisbane Christian 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 College's written *Agency Agreement*.
- The education agent responds appropriately to College monitoring activities and corrective and preventative action, and understands the grounds for 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 College and uses up to date marketing materials as supplied by the College.

Brisbane Christian 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*.

Brisbane Christian 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 College to formally recruit students on the College'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 Brisbane Christian College's website and is readily available to students and regulators.

Brisbane Christian 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.

6. OTHER DOCUMENTS

- Agency Agreement