

## Education Agents Policy

Alphington Grammar School is governed by the regulations and guidelines of The Education Services for Overseas Students Act (2000) (The 'ESOS Act') and the National Code 2018. Standard 4 of the National Code 2018 requires that the School enters into a written agreement with each Education Agent it engages to formally represent it, and enter and maintain the Education Agent's details in PRISIMS. A full list of our Education Agents can be found on our website.

### 1. Policy Statement:

- 1.1. Alphington Grammar School's Policy is to ensure that all relationships between the School and Education Agents formally representing the School are governed by written agreements.

### 2. Procedures:

- 2.1. The School enters and maintains Education Agent details on PRISIMS.
- 2.2. The School provides up to date and accurate information on our Education Agents, and any employees or subcontractors of Education Agents.
- 2.3. Alphington Grammar ensures that Education Agents have appropriate knowledge and understanding of the Australian International Education and Training Agent Code of Ethics before engaging their services.
- 2.4. It is ensured by the School that our Education Agents act honestly and in good faith.
- 2.5. The School terminates our relationship with any Education Agent, and any employee or subcontractor of the Education Agent, which engages in dishonest or unethical conduct.
- 2.6. Alphington Grammar School does not accept enrolments of International Students from Education Agents if we know or suspect that the Education Agent is engaging in unethical recruitment processes.
- 2.7. Alphington Grammar maintains evidence of any monitoring or corrective action

3459(5)1638391(c)-1.78248211 by the School (0878080) 1 (1) 3654830196R4.509782351(042894-5092930-24388166(T)8.5891

- the School's grounds for termination of the School's written agreement with the Education Agent, including providing for termination in the circumstances outlined in Standard 4.5;
- the circumstances under which information about the Education Agent may be disclosed by the School and the Commonwealth or state and territory agencies;
- the Education Agent will avoid take reasonable steps to avoid conflicts of interest (see **Section 4** of this policy for more details) with their duties as an Education Agent for Alphington Grammar School;
- the Education Agent will observe appropriate levels

- 6.3. In the case of false or misleading recruitment practices, the School will terminate its relationship with an Education Agent, or require the Education Agent to terminate its relationship with the employee or subcontractor who engaged in those practices.
- 6.4. In the case of practices which are not false or misleading but may be confusing to a prospective International Student, the School will provide Education Agents with additional information or targeted training on the School's expectations of the Education Agent.

## **7. Termination of Agent Agreements:**

- 7.1. In accordance with Standard 4.6 of the National Code (2018), The School will not accept students recruited by an Education Agent if it knows or reasonably suspects that the Education Agent is engaging in the following activities:
  - providing migration advice, unless that Education Agent is authorised to do so under the Migration Act 1958 (Cth);
  - engaged in, or previously been engaged in, dishonest recruitment practices, including the deliberate attempt to recruit a student where it clearly conflicts with the obligations of registered providers under Standard 7 (International Student Transfers);
  - facilitating the enrolment of a student who the Education Agent believes will not comply with the conditions of their visa; and
  - using PRISMS to create CoEs for other than bona fide students.