

## International Office Appointment and Monitoring of Agents Policy

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### 1. Purpose

To ensure that Melbourne Polytechnic International assesses, evaluates and appoints International Education Agents for the referral of prospective international students to the institute who have demonstrated honest and ethical business practices, who will act in the best interest of international students and uphold the reputation of Melbourne Polytechnic and the Australian Education Sector.

### 2. Policy Statement

This policy is committed to ensuring that Melbourne Polytechnic meets the requirements of the ESOS Act and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), Standard 4.

### 3. Principles

This policy will adhere to the following principle:

- Melbourne Polytechnic will contract International Education Agents that act ethically, honestly and in the best interests of international students as well as uphold the reputation of Australia's international education sector.

### 4. Scope

This policy applies to all

- International Office Staff responsible for the management of International Education Agents contracted to represent Melbourne Polytechnic to recruit Prospective International Students
- prospective International Education Agents being considered for approval to represent Melbourne Polytechnic in relation to recruitment of Prospective International Students
- contracted International Education Agents with an Agency Agreement

### 5. Definitions

Agency Agreement: A legal agreement between Melbourne Polytechnic and an International Education Agent, outlining the obligations and responsibilities of all parties to the agreement.

International Education Agent: An individual person or organisation acting as an approved representative of Melbourne Polytechnic for the purpose of recruitment of Prospective International Students via an individual Agency Agreement.

National Code 2018: National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018. The National Code is a legislative instrument and forms part of the ESOS Framework.

Prospective International Student: A person who intends to become, or who has taken any steps towards becoming an 'overseas student' or 'intending overseas student' as defined by the ESOS Act

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### 6. Responsibility and Accountability

Task	Responsibility	Notes
Ensure agents approved are assessed and monitored in accordance with International Office Appointment and Monitoring of Agents Procedure	Projects Officer – Agents, Recruitment and Marketing	

### 7. Supporting Documents and Templates

[International Office Appointment and Monitoring of Agents Procedure](#)

[International Office Agent Referee Check Form](#)

International Application Accredited Agent Application Form (In development)

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

### 8. Policy Control

<b>Approving authority</b>	<i>Melbourne Polytechnic Executive</i>
<b>Date approved</b>	<i>9 November 2018</i>
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