



EDUCATION AGENTS POLICY

Our Lady of the Sacred Heart College does engage education agents and other organizations to represent the school and comply with Standard 4 in the National Code 2018 including

- Declaring in writing and taking reasonable steps to avoid conflicts of interest in any duties as an education agent representing OLSH College
- Observing appropriate levels on confidentiality and transparency in dealing with overseas students or intending overseas students
- Acting 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
- 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 correction and preventative action and understands the grounds for termination of agreement as outlined in Standard 4.4 of the National Code 2018

The College will monitor the activities of its education agents in representing the College and need to ensure the education agent is giving students accurate and up to date information about the College's education services.

The College may not accept a student from an education agent or other organisation if it is known or suspects that the 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 for a student who the education agent believes will not comply with the conditions for her visa
- Using PRISMS to create COES for other than bona fide students

If the College becomes aware of or reasonable suspects the engagement of an education agent or an employee or subcontractor of the agent in regards to the conduct above, the College will terminate the agreement with the education agent unless and individual, employee or sub-contractor of the education agent has had their relationship terminated by the education agent.

If the College becomes aware of 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, the College will immediately terminate our relationship with the education agent or require the education agent to terminate its relationship with the employee or subcontractor engaged in those practices.

A list of education agents with whom the school has a formal written agreement is listed on our website www.olshe.catholic.edu.au