

# International Recruitment Representatives - Operational Policy

## 1. Purpose of policy

This policy articulates the role and functions of International Recruitment Representatives and the framework for their appointment and management.

## 2. Policy scope and application

This policy applies to all staff of the University of the Sunshine Coast and all International Recruitment Representatives appointed by the University.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures.

## 4. Role of International Recruitment Representatives

Individual persons or organisations, in Australia or overseas, may be engaged by the University of the Sunshine Coast in the capacity of International Recruitment Representatives to assist the University in recruiting international fee-paying students.

International Recruitment Representatives are agents of the University only for the purpose of international student recruitment, unless specified otherwise in a current formal written agreement between the University and a Representative.

International Recruitment Representatives must not represent themselves as having any function other than that specified in a current formal written agreement with the University.

In acting as agents of the University, International Recruitment Representatives must abide by the requirements of the written agreement with the University, and by the requirements of the Education Services for Overseas Students Act 2000 (ESOS Act) and the associated National Code of Practice.

## 5. Appointment and Management of International Recruitment Representatives

International Recruitment Representatives are appointed by entering into formal written representative agreements with the University.

All representative agreements must comply with University policies and with Australian and Queensland government legislation.

Prior to entering into a formal written agreement with an International Recruitment Representative, the University must secure requisite information regarding a potential representative in order to satisfy itself that the potential representative will appropriately represent the University and will not pose undue risks to the University, to its students and to its prospective students.

Representative agreements are approved, and signed on behalf of the University, by the Pro Vice-Chancellor (Global and Engagement) only if the Pro Vice-Chancellor (Global and Engagement) is satisfied that the bona fides of the potential representative have been established and documented.

Representative agreements are valid for the period specified in the written agreement.

Prior to the conclusion of a current written agreement, a review of the performance and standing of the representative must be undertaken.

Renewal of a written agreement may be approved by the Pro Vice-Chancellor (Global and Engagement) provided that performance and standing is found to be satisfactory.

International Recruitment Representatives are remunerated by the University through various means, including direct payment for particular time-specific services and payment of commissions based on enrolments attributable to specific recruitment activity by a representative.

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

### DESIGNATED OFFICER

Pro Vice-Chancellor (Global and Engagement)

### FIRST APPROVED

25 October 2011

### LAST AMENDED

16 June 2022

### REVIEW DATE

20 July 2022

### STATUS

Active

Processes associated with the appointment and management of International Recruitment Representatives, including due diligence investigations, risk assessments, development of written agreements, remuneration of representatives and reviews of performance and standing, are undertaken by International Office.

## 6. Roles and Responsibilities

The Pro Vice-Chancellor (Global and Engagement) is responsible for approving and signing international representative agreements on behalf of the University.

The Pro Vice-Chancellor (Global and Engagement) is responsible to the Vice-Chancellor and President for the development and implementation of processes associated with the appointment and management of International Recruitment Representatives.

END

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### RELATED DOCUMENTS

- International Recruitment Representatives - Procedures
- Management of Contracts and Memoranda of Understanding (MOUs) - Governing Policy
- Management of Contracts and Memoranda of Understanding (MOUs) - Procedures

### LINKED DOCUMENTS

- International Recruitment Representatives - Procedures