

Purpose	This policy sets out the principles for BPP Institute to select and engage education agents who will ethically recruit international students. The policy also ensures that BPP Institute complies with its obligations under the: • <i>Higher Education Standards Framework (Threshold Standards) 2021</i>; • <i>Migration Act 1958</i>; • <i>Education Services for Overseas Students Act 2000</i>; and the <i>National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018</i> (National Code 2018), specifically Standard 4.
Scope	This policy applies to all contracted education agents of BPP Institute, and staff involved in the recruitment and monitoring of education agents for BPP Institute.
Policy Principles	1. General 1.1. BPP Institute directly manages all agents within its network which includes on-shore and off-shore education agents. 1.2. Agent management responsibilities sit with the Director - Recruitment 1.1 2. Education Agent Selection 2.1. All prospective education agents must complete an Agent Agreement Application Form to become an official education agent for BPP Institute. 2.2. BPP Institute will not accept students from an education agent, or enter into or renew an agreement with an education agent if it knows, or reasonably suspects the agent to be: a. Engaged in, or to have previously been engaged in misleading, deceptive or dishonest recruitment practices, including the deliberate attempt to recruit a student where this clearly conflicts with the obligations of registered providers under Standard 7 of the National Code 2018 (Overseas student transfers); b. Facilitating the enrolment of a student who the education agent believes will not comply with the conditions of their student visa;

	c. Using PRISMS to create Confirmations of Enrolment for other than genuine students, (note that BPP Institute does not permit agent access to PRISMS); d. Providing immigration advice, unless authorised under the <i>Migration Act 1958</i>. 1.2 3. Education Agent Agreement 3.1. An 'Agent Agreement' is required for each agent engaged to represent BPP Institute. The agreement, conditions, and authorisation to promote BPP Institute relates to the 'agent' named in the agreement; any employees or subcontractors of the agent are also subject to the conditions of the agreement. 3.2. The Agreement will also include the processes for monitoring the activities of agents, corrective actions and termination conditions. 3.3. BPP Institute will maintain an accurate list of all its contracted agents, and publish that list on its website. 1.3 4. Marketing Information 4.1. BPP Institute will ensure that its education agents have accurate and up-to-date information about its courses, facilities, resources, and student services for marketing and the recruitment of students. 1.4 5. Termination of Education Agents 5.1. BPP Institute may terminate an education agent's agreement if they have breached any provisions of the agreement. Such conduct may include but are not limited to: a. Managing applications from a student who does not have a genuine intention to stay in Australia temporarily; b. Submitting fraudulent, misleading or deceptive documentation in support of a student's application; c. Making false or misleading or deceptive comparisons with any education provider or their courses; d. Giving false or misleading or deceptive information to a student about their acceptance into a BPP Institute course or employment outcome associated with the course; e. Giving false or misleading or deceptive information about possible immigration outcomes; f. Engaging in unacceptable behaviour and/or unlawful activity which may negatively impact the reputation and standing of
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	BPP Institute. This may include (but are not limited to) acts of discrimination, sexual misconduct, bullying, harassment, violence, extortion, amongst others. g. Underperformance as determined by any described expectations of outputs either verbal or in writing within 28 days of being advised of termination. 1.5 6. Reporting 1.6 On an annual basis, a report will be provided to the relevant governance bodies that includes an analysis of: a. Student performance and progression by agent b. Student attrition by agent c. Visa refusal information by agent
Related Documents	Agent Agreement Agent Agreement Application Form Education Agents Procedure Marketing Information and Practices Policy Marketing Information and Practices Procedure Student Agent Review Form
<i>For Administrative Use Only</i>	
Responsible Officer	Chief Executive Officer
Contact Officer/s	Director - Recruitment
Approved by	Board of Directors
Definitions	See BPP Institute's Glossary of Terms and Acronyms

Version History

Version No.	Approval Date	Amendment/s
1.	May 2025	First iteration • For BPP Institute

NOTE: Printouts of policy documents must be compared to the master copy on the Intranet to determine whether they are up to date.
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