

ESOS COMPLIANCE COMMITMENT POLICY

1. Purpose

This purpose of this policy is to ensure that The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy and The Sydney English Language Academy trading as The Academy complies with the ESOS Act 2000, the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (National Code 2018), the ESOS Regulation 2001, the ESOS (Registration Charges) Act 1997 and the Education Services for Overseas Students (TPS Levies) Act 2012.

2. Scope

This policy applies to all international students studying a course onshore who are on a student visa.

3. Definitions

Terms	Definition
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students
ESOS Act	Education Services for Overseas Students Act (2000)
National Code 2018	National Code of Practice for Registration Authorities and providers of Education and Training to Overseas Students (National Code 2018)
Onshore students	Students holding an Australian student visa and is defined as an "Overseas Student" in the ESOS Act.
The Academy	The Lan-Grove Office Training Centre Pty Ltd trading as The Sydney Business and Travel Academy and The Sydney English Language Academy
Stakeholders	Staff, students, education agents

4. Procedures Statement

The Academy is required to ensure that it complies with the ESOS Act 2000 and associated Acts and Standards through adherence to relevant business processes across an international student's study at The Academy including:

- Pre-enrolment engagement of students
- Care for and services to students
- Students as consumers
- The Student Visa Programme
- Staff, educational resources and premises

5. The Academy's Responsibilities

The Academy is committed to achieving full compliance with ESOS legislative requirements. To support compliance with this policy, The Academy will:

- Ensure that all staff including its Education Agents are informed and aware of the ESOS Act and obligations and how they should interact with
- Ensure that all prospective students are informed of their rights and responsibilities under the ESOS Act 2000 via The Academy's website and via the Student Handbook. The Academy will also ensure that its Education Agents also have the relevant training to inform any prospective students of their rights and responsibilities prior to the student making a decision to study at The Academy.
- Ensure that The Academy has all relevant policies and procedures relating to student's rights and responsibilities which is available and accessible to the student's at all times.
- Ensure The Academy provides quality training and assessment services by qualified teachers in suitable facilities
- Ensure The Academy provides additional support such as language, literacy and numeracy support plus student services support to meet the needs of the international students.
- Ensure all information relating to international students are entered into PRISMS as per the requirements of the ESOS Act
- Ensure all staff and approved education agents are appropriately trained in all the policies and procedures of The Academy and ESOS Act and any other relevant Standards.
- Undertake an annual audit and review of The Academy's process against the ESOS Act.

The Principal is responsible to ensuring that The Academy is compliant against the ESOS Act and all other compliance against Regulations and Standards.

6. Staff Responsibilities

All staff of The Academy have a responsibility to ensure that their activities on behalf of The Academy and those of their colleagues and subordinates comply with the ESOS Legislative Framework. The Principal ensures that all staff are familiar with its policies and procedures and receives regular updates on any changes to the ESOS Act, Regulations and relevant Standards which may affect their duties. Updates also occur at monthly staff meetings.

Any new staff member joining The Academy are given an induction at commencement and reminded of their roles, responsibilities and obligations under the ESOS Act.

7. Auditing

Annual internal audit occurs against the ESOS Act by the Principal. The Principal may also engage an internal auditor to conduct an internal audit to ensure The Academy is compliant across the ESOS Legislative Framework.

4 RESPONSIBILITY

- ❖ Principal
- ❖ Director of Studies
- ❖ Management
- ❖ All staff
- ❖ ELICOS Teachers
- ❖ VET Teachers
- ❖ Education Agents

5 ASSOCIATED DOCUMENTS AND WEBSITES

- ❖ Student Handbook
- ❖ Website
- ❖ <https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>
- ❖ <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx>

6 RELATED STANDARDS

- ❖ ESOS ACT 2000.
- ❖ ESOS Regulations 2001.
- ❖ The ESOS (Registration Charges) Act 1997.
- ❖ The ESOS (TPS Levies) Act 2012
- ❖ The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 (The National Code).
- ❖ Privacy and Personal Information Protection Act 1998 No 133 (NSW)
- ❖ Privacy Act 1988 (Cwlth)
- ❖ Privacy Amendment (Enhancing Privacy Protection) Bill 212 (Cwlth)

Approved by: Jane Koch

Signature: *Jane Koch*

Date: 14/3/2018

Version	Created by:	Date created	Reason for update	Implementation date
1	CEO	2017	Updated to reflect processes	2017
2	CEO	2018	Updated to reflect processes	14/03/2018