



Standard 2: Recruitment of an overseas student

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Overview

Registered providers must recruit responsibly and ensure that overseas students are appropriately qualified for the course they are seeking to enrol in. Overseas students must have sufficient information to enable them to make informed decisions about studying with their chosen registered provider.

Registered providers must:

- make a range of current, comprehensive and plain English information available and easily accessible to assist students in making informed decisions, including on course details, tuition and non-tuition fees;
- ensure overseas students have sufficient English language proficiency, educational qualifications and/or work experience to enrol in the course; and
- have a policy and process for assessing and recording recognition of prior learning (RPL), if it intends to assess RPL or grant course credit.

Key Requirements

Information prior to accepting students

The registered provider must make information available that is comprehensive, current and in plain English to overseas students, or intending overseas students, before they are enrolled, including:

- the requirements for an overseas student to be accepted into a course, including English language proficiency, educational qualifications or work experience, and course credit if applicable to the course;
- the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) course code, course content, modes of study for the course, including any online and/or work-based training, placements, other community-based learning and collaborative research training arrangements, and assessment methods;

- course duration and holiday breaks, course qualification, award or other outcomes;
- campus locations and facilities, equipment and learning resources available to students;
- details of arrangements with another provider, person or business who will provide the course or part of the course;
- indicative tuition and non-tuition fees, including advice on the potential for changes to fees over the duration of a course and the registered provider's cancellation and refund policies;
- the grounds on which the overseas student's enrolment may be deferred, suspended or cancelled;
- the Education Services for Overseas Student (ESOS) framework (which is available on the [ESOS legislative framework page](#)), including official Australian Government material or links to materials online;
- the policy and process the registered provider has in place for approving the accommodation, support and general welfare arrangements for younger overseas students, where relevant; and
- accommodation options and indicative costs of living in Australia.

Registered providers should give as much information as possible about the above, which may be given to overseas students in print form or by referring the student to an electronic copy.

Registered providers must also have and implement a documented policy and process for assessing that the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enter a course.

If there is no minimum English language proficiency required, for example in an ELICOS course, the provider does not need a process for assessing this. However registered providers should consider having literacy requirements in the international student's first language.

Recognition of Prior Learning (RPL)

If the registered provider intends to assess RPL or grant course credits, the registered provider must have and implement a documented policy and process for assessing and recording RPL, and granting and recording course credits.

Registered providers must ensure the decision to assess RPL or grant course credits maintains the integrity of the qualification and complies with the requirements of the educational framework of the course.

When granting RPL or course credits, registered providers will need to give a written record for the overseas student to accept, and retain the written record of acceptance for two years after the overseas student ceases to be an accepted student.

If the registered provider grants RPL or course credits which reduces the overseas student's course length, the registered provider must then inform the overseas student of the reduced course duration and issue a Confirmation of Enrolment (CoE) for the reduced duration of the course. The registered provider will also need to report any change in course duration in the Provider

Registration and International Student Management System (PRISMS) if RPL or course credits are granted after the overseas student's visa is granted.

Disclaimer

The Department of Education, Skills and Employment provides general information and assistance to registered providers and overseas students on the National Code and the *Education Services for Overseas Students Act 2000*.

However, such information or assistance should not be relied on as legal advice or as a substitute for legal advice. Overseas students and education providers should seek independent legal advice as appropriate.

The National Code fact sheets are designed to give registered providers practical guidance in day to day operations. Registered providers should note that compliance will be measured against the requirements of the National Code, not against the fact sheets.