



Sydney Metropolitan Institute of Technology Pty Ltd
Trading as *SydneyMet College*

2 – 4 Marmaduke Street | Burwood
NSW 2134 | AUSTRALIA

T: +61 2 9744 1356 | E: admin@sydneymet.com.au
W: <http://sydneymet.com.au/site/> (internal only)

Provider ID PRV4280 | CRICOS XXXXXX

ESOS ACT INFORMATION FOR STAFF POLICY AND PROCEDURE

1. PREAMBLE

The Education Services for Overseas Students (ESOS) legislative framework is designed to ensure that the reputation of Australian education is protected and its good standing upheld. The College abides by the ESOS Act and ensures that staff dealing with international students are inducted and provided ongoing training in the implementation of the Act.

2. PURPOSE

The purpose of this policy and procedure is to provide a framework for staff dealing with international students in the implementation of the ESOS Act and ensuring the College complies with all the provisions of the Act.

3. SCOPE

The scope of this policy applies to all staff dealing with international students.

4. FRAMEWORK AND STANDARDS

The ESOS framework sets standards for protecting Australia's international reputation of education services with regard to accurate information provision, tuition and financial assurance. Along with Australian immigration law, the ESOS framework also imposes visa related reporting requirements on both the College and its international students.

5. ESOS ACT INFORMATION FOR STAFF PROCEDURE

The following procedure shall be applied in the College to all staff and contracted academic members of the College and all other staff dealing with international students.

1. Every employee must attend an induction session that runs for one morning at the commencement of their employment with the College.
2. The induction may be individual or as a group of staff
3. Inductions are presented by the Quality Systems Manager, the Dean or the General Manager (Admin).
4. Staff cannot commence contact with international students without having undertaken the ESOS induction session.

5. Attendees will be required to undertake a short test at the end of the induction and must pass that test to be able to interact with international students
6. Staff members who are not able to pass the induction test will be provided with further induction and one-on-one counselling and will be allowed to re-sit the short test up to four (4) weeks prior to the completion of the initial induction session. In the interim, staff who have not passed the induction test will be unable to work with international students.
7. Induction sessions will be run as required along with annual refresher courses for all staff interacting with international students.
8. Each staff member is issued with an ESOS Information Sheet for College Staff at the commencement of their work at the College, followed by attendance of the induction session and completion of the short test.
9. Principle Executive Officer or nominee is responsible for ensuring staff complete the induction session annually and pass the test.
10. The Quality Systems Manager has primary jurisdiction over the induction sessions, and the setting and assessing of the test.
11. The induction process and testing regime are independently monitored by the General Manager (Admin) to ensure fairness, equity and reliability of the process.
16. In the event of a dispute with regard to the induction process or the results of the test, the matter shall be referred to the Academic Board for arbitration.

Document Version Control

Document ID	REP-7013
Version	1.0
Responsible Officer	Dean
Approved By	Governing Council
Date Approved	17 June 2018
Date(s) Modified	NA
Next Review Date	January 2022