

Definitions

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

1. Purpose of procedures

In accordance with the University's Internationalisation – Guidelines, these procedures ensure that USC's international activities comply with all relevant legislation and that all relevant staff are aware of their obligations.

2. Staff training

2.1 All USC staff who interact directly with international students must be aware of the University's obligations under the ESOS legislative framework and of the potential implications for students arising from the exercise of these obligations. This requirement is fulfilled through the completion of the ESOS Legislative Framework Awareness online training module.

2.2 ESOS staff training is mandatory for all staff who interact directly with international students. This includes all staff based in the Schools (including sessional staff), International Office, and Student Services and Engagement. Staff are required to complete the training within one month of commencing employment, and then every two years. Supervisors are responsible for ensuring all relevant staff complete the training.

2.3 A record of staff completing ESOS training will be made available to work areas.

2.4 ESOS staff training will be available for all other USC staff, for optional completion.

END

APPROVAL AUTHORITY

Vice-Chancellor and President

RESPONSIBLE EXECUTIVE MEMBER

Vice-Chancellor and President

DESIGNATED OFFICER

Director, Human Resources

FIRST APPROVED

21 June 2017

LAST AMENDED

10 December 2019

REVIEW DATE

21 June 2022

STATUS

Active

RELATED DOCUMENTS

Compliance Management Framework - Governing Policy

LINKED DOCUMENTS

Compliance Management Framework - Governing Policy

RELATED LEGISLATION / STANDARDS

Education Services for Overseas Students (ESOS) Act 2000 (Cth)

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