

Section 3

TRAINING AND SKILLS COMMISSION

CODE OF PRACTICE—OVERSEAS STUDENTS

FOR EDUCATION AND TRAINING ORGANISATIONS REGISTERED TO PROVIDE TRAINING SERVICES AND ASSESSMENT SERVICES AND ISSUANCE OF RECOGNISED QUALIFICATIONS TO OVERSEAS STUDENTS

1. INTRODUCTION

This *Code of Practice* provides the basis for good practice in the marketing, operation, financing and administration of education and training services to overseas students by **Cambridge International College**, a Training Organisation registered in South Australia by the Training and Skills Commission.

This *Code of Practice* complements the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students* established under Commonwealth law (the *ESOS Act, 2000* and *ESOS Regulations 2001*).

For the purpose of this *Code* "student" refers to any person, participating in education or training delivered by this organisation. A "client" is a person or organisation who may enter into a contract with the registered training organisation for the delivery of education and training services. "*National Code*" refers to the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students*.

2. PROVISION OF TRAINING AND ASSESSMENT SERVICES

- 2.1 Our organisation has policies and management practices that maintain high professional standards in the delivery of education, training and assessment services, and which safeguards the interests and welfare of students
- 2.2 Our organisation maintains a learning environment that is conducive to the success of students
- 2.3 Our organisation has the capacity to deliver and assess the courses/ qualifications for which it has been registered, including: human and physical resources that meets the requirements of para's 15 – 18 of the *National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students*
- 2.1 Our organisation monitors and assesses the performance and progress of its students
- 2.2 Our organisation ensures that assessments are conducted in a manner that meets the endorsed components of the relevant Training Package(s) and/or recognised courses
- 2.3 Our organisation is committed to the principles of access and equity in the delivery of its services.

3. ISSUANCE OF QUALIFICATIONS

Our organisation issues Qualifications and Statements of Attainment to students who meet the required outcomes of a Qualification or Unit of Competence, in accordance with all relevant National Guidelines, acknowledging where applicable.

4. MARKETING OF TRAINING AND ASSESSMENT SERVICES

- 4.1 Our organisation accepts responsibility under this Code of Practice for the actions of its appointed agents or those responsible for the provision of a course under an arrangement with our organisation in relation to information on the recruitment and placement of overseas students, including prescriptions specified at para 49 of the *National Code of Practice*
- 4.2 In marketing our services to overseas students, our organisation aims to enhance the reputation of South Australia and Australia as a source of quality education and training
- 4.3 Our organisation markets its services consistently with the educational, cultural and regulatory systems of countries in which it seeks to market and accurately represents education and training products and services to prospective students and clients