

# ESOS Staff Training - Procedures

## 1. Purpose of procedures

1.1 These procedures ensure that the University's international activities comply with all relevant legislation and that all relevant staff are aware of their obligations.

## 2. Scope and application

2.1 These procedures apply to all relevant staff.

## 3. Definitions

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

## 4. Staff training

4.1 All 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.

4.2 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.

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

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

END

APPROVAL AUTHORITY

Chief Operating Officer

RESPONSIBLE EXECUTIVE MEMBER

Chief Operating Officer

DESIGNATED OFFICER

Director, People and Culture

FIRST APPROVED

21 June 2017

LAST AMENDED

24 November 2022

REVIEW DATE

24 November 2027

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