



INTERNATIONAL COLLEGE *of* AUCKLAND

EDUCATIONAL AGENT CODE OF CONDUCT

As a recruitment agent for ICA New Zealand, I agree to:

- Ensure the confidentiality of the personal information of potential students
- Accurately communicate current, accurate and honest information about ICA New Zealand
- Not engage in immigration advice unless otherwise authorized to do so
- Only use property, money or information belonging to ICA New Zealand in a manner authorized by ICA New Zealand and not for personal gain
- Only use the property of ICA New Zealand, personnel, or students after receiving the owner's permission
- Not harass any personnel or students e.g.: sexual, racial, physical
- Only carry out professional relationships with students and not compromise the position as an agent
- Develop transparent business relationships with students through written agreements wherever possible
- Always act in a manner which does not bring ICA New Zealand into disrepute
- Follow policies or positions adopted by ICA New Zealand and only contest policies through formal ICA New Zealand forums
- Not undertake any business with students those conflicts with ICA New Zealand's business e.g. employment of students, provision of accommodation for students etc.
- Always ensure that my other business and personal interests do not affect my role as a recruitment agent



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To this end I hereby disclose any potential conflict(s) of interest.
As a recruitment agent for ICA New Zealand, I agree to:

Disclosure Statement (if any):

Signature _____

Date _____

Name _____

Agency Name _____



INTERNATIONAL COLLEGE *of* AUCKLAND

The International college of Auckland has a network of representatives who recruit students for our IT, Business and English study courses. The accompanying form is for your application to be an International Student Recruitment Agent for ICA.

Our primary concern at ICA is to provide high quality education; for this all aspects of our business must maintain high professional standards. We provide support for our representatives in order that they are best able to provide guidance, advice and service to students. We also require that our representatives

- Are ethical and responsible in all dealings with students and with ICA
- Maintain high professional standards
- Are able to verify all student information, and ensure it is authentic, accurate, up-to-date, and complete
- Ensure that students receive information that is accurate, up-to-date and complete, before the students enroll
- Ensure that contractual agreements are completely legal and entered into responsibly.

Any company that undertakes to represent ICA must follow the NZ Ministry of Education's Code of Practice for the Pastoral Care for International Students. This can be downloaded in English and in other languages:

<http://www.minedu.govt.nz/NZEducation/EducationPolicies/InternationalEducation/ForinternationalStudentsAndParents/CodeOfPracticeInfoForStudents/AboutCodeOfPractice.aspx>

<http://www.minedu.govt.nz/~media/MinEdu/Files/EducationSectors/InternationalEducation/Providersotinted/CodeOtpractice2010.pdf>

Representatives need to have a good knowledge of the New Zealand education system and of ICA educational courses in particular. They also need to have a good network of contacts for recruitment of students within their home country. If you are able to demonstrate your suitability to be an International Representative for our company, please fill out the attached form in as much detail as possible.

Our marketing team thank you for your interest. We look forward to receiving your application.



Application Form for International Student Recruitment Agents for ICA

Please complete all parts of the application, in full. You may attach additional pages.

A. Company Details:

Company Name	
Physical Address	
Postal Address	
Phone Number(s)	
Email Address	
Website	
Name of the main contact person	
Name of chief student counselor	
Number of years of recruiting and counseling international students for placement in places of education?	
Please list and give details of all your personnel (name, position, email address)	

B. Marketing and Recruitment

Please list the countries you recruit student from	
Please give dates of any visits to Auckland or stays in Auckland made by your personnel	
How many students did you recruit for New Zealand in the last year?	Schools: _____ Polytechnics: _____ Universities: _____ Private training establishments: _____ Private language schools: _____ Total: _____
Which NZ educational institutions do you represent, and how many years have you represented each one?	



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What ICA courses will appeal to your target market, and why?	
Why do you wish to represent ICA?	
Please summarise your proposed marketing plan for promotion of ICA courses for the next year. (examples: brochures, visiting places of education, advertising in newspapers/ magazines, website, mailing, seminars, education fairs...)	
Do you have an office in NZ? - if so, please give contact details	
New Zealand Code of Practice for the Pastoral Care of International Students - All representatives of ICA must meet the requirements of the Code <i>See front page for the web address where you can read the code.</i>	I have read the Code of Practice, and I understand the obligations of international representatives of ICA. _____ Name _____ Signed _____ Date

C. Email Addresses

Please list any members of staff of your company, plus their email addresses, who would like to receive email updates about courses at ICA: start dates, important changes, etc.	
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D. Referees

Please list two referees from colleges that you supply students for. (We will contact these referees).	College Name of staff member: Position: Contact details: College Name of staff member: Position: Contact details:
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