



Australian Government

BSBEDU301 Assist with monitoring compliance in international education services

Release: 1

BSBEDU301 Assist with monitoring compliance in international education services

Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to assist in monitoring compliance with relevant legislation, regulations, finance and insurance requirements in international education services administration work roles. It emphasises processes that relate to client services, especially reviewing and reporting on compliance.

It applies to individuals carrying out administration work, under supervision and guidance, in an international education environment. They could work in the administration of education programs and projects in organisations from one or more international education sectors.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Administration – Educational Administration

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Communicate legislative and regulatory obligations to organisation, clients and stakeholders	1.1 Acquire and apply knowledge of relevant legislation and regulations to assist with ensuring compliance 1.2 Use organisational compliance systems and procedures to identify compliance information required by relevant legislation and regulations 1.3 Prepare and check, in line with organisational procedures, information regarding legislative obligations for dissemination to a range of international clients and stakeholders

ELEMENT	PERFORMANCE CRITERIA
	1.4 Provide legislation-related information to international students to inform them of their obligations and to confirm their understanding of requirements 1.5 Provide information about legislative and regulatory obligations to clients and stakeholders in a range of formats
2 Contribute to processes for compliance with legislative and regulatory requirements	2.1 Identify organisation's student monitoring and reporting processes 2.2 Identify online processes for monitoring and reporting 2.3 Follow operational procedures for administration roles for insurance and financial requirements 2.4 Contribute to case management on organisational reporting procedures 2.5 Take appropriate and timely remedial action through organisational channels in instances of non-compliance
3 Review processes for compliance with legislative and regulatory requirements	3.1 Assist with reviewing processes and policies for student monitoring and reporting 3.2 Review and recommend updates to policies and procedures for legislative and regulatory compliance, in line with work role 3.3 Make approved adjustments to operating procedures in response to changes in legislative and regulatory compliance policies and procedures
4 Interact with stakeholders and groups external to the organisation	4.1 Identify contact information for government agencies and other relevant bodies in relation to compliance requirements 4.2 Follow communication strategies for interaction with government agencies and other relevant bodies 4.3 Apply protocols for liaison and information sharing

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1-1.5, 2.1- 2.4,	Gathers and interprets a variety of textual information to determine job requirements

	3.1-3.3, 4.1, 4.3	
Writing	1.3-1.5, 2.5, 3.1-3.3, 4.2, 4.3	Develops material for a specific audience using clear and detailed language to convey explicit information and requirements
Oral Communication	1.4, 1.5, 2.4, 2.5, 3.1, 3.2, 4.3	- Uses detailed and clear language to clarify and present information according to requirements and audience - Uses active listening to confirm understanding
Navigate the world of work	1.1-1.5, 2.3, 2.4, 3.1, 3.2, 3.3, 4.3	- Takes personal responsibility for adherence to legal and regulatory responsibilities and draws attention to any issues that may affect others - Adheres to organisational policies and procedures - Considers own role in terms of its contribution to the broader goals of the work environment
Interact with others	1.3, 1.4, 1.5, 2.4, 3.1, 4.2, 4.3	Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role
Get the work done	2.1, 2.2, 2.4, 2.5	- Plans routine tasks according to organisational processes, taking some responsibility for decisions regarding timing and sequencing - Recognises and responds to predictable non-compliance problems - Takes responsibility for outcomes of routine decisions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBEDU301 Assist with monitoring compliance in international education services	BSBEDU301A Assist with monitoring compliance in international education services	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>

Assessment Requirements for BSBEDU301 Assist with monitoring compliance in international education services

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Performance Evidence

Evidence of the ability to:

- identify and apply legislative and regulatory compliance requirements in relation to international education services at a level required for effective performance of work role
- communicate and work with clients from culturally diverse backgrounds.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline applicable aspects of the current Australian Quality Training Framework (AQTF) Standards for Registered Training Organisations, or any subsequent amendments or versions
- explain child protection legislation in relation to the welfare of, and training of, students under 18 years of age
- demonstrate knowledge of appropriate communication styles and methods
- explain the international education environment and specific organisational work environment, work practices and legislative and regulatory requirements
- list relevant legislation governing Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration
- list relevant legislation governing student visa compliance and international education services
- explain reporting requirements
- describe quality review processes
- outline relevant administration procedures for student fees.

Assessment Conditions

Assessment must be conducted in a safe environment where evidence gathered demonstrates consistent performance of typical activities experienced in the educational administration field of work and include access to:

- opportunities to participate in a range of practical exercises and projects
- relevant documents, and monitoring and reporting mechanisms.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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