



**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<br>1.2 Use organisational compliance systems and procedures to identify compliance information required by relevant legislation and regulations<br>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                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                       | <p>1.4 Provide legislation-related information to international students to inform them of their obligations and to confirm their understanding of requirements</p> <p>1.5 Provide information about legislative and regulatory obligations to clients and stakeholders in a range of formats</p>                                                                                                                                                                |
| 2 Contribute to processes for compliance with legislative and regulatory requirements | <p>2.1 Identify organisation's student monitoring and reporting processes</p> <p>2.2 Identify online processes for monitoring and reporting</p> <p>2.3 Follow operational procedures for administration roles for insurance and financial requirements</p> <p>2.4 Contribute to case management on organisational reporting procedures</p> <p>2.5 Take appropriate and timely remedial action through organisational channels in instances of non-compliance</p> |
| 3 Review processes for compliance with legislative and regulatory requirements        | <p>3.1 Assist with reviewing processes and policies for student monitoring and reporting</p> <p>3.2 Review and recommend updates to policies and procedures for legislative and regulatory compliance, in line with work role</p> <p>3.3 Make approved adjustments to operating procedures in response to changes in legislative and regulatory compliance policies and procedures</p>                                                                           |
| 4 Interact with stakeholders and groups external to the organisation                  | <p>4.1 Identify contact information for government agencies and other relevant bodies in relation to compliance requirements</p> <p>4.2 Follow communication strategies for interaction with government agencies and other relevant bodies</p> <p>4.3 Apply protocols for liaison and information sharing</p>                                                                                                                                                    |

## 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,   | <ul style="list-style-type: none"> <li>Gathers and interprets a variety of textual information to determine job requirements</li> </ul> |

|                            |                                       |                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            | 3.1-3.3, 4.1, 4.3                     |                                                                                                                                                                                                                                                                                                                                                                  |
| Writing                    | 1.3-1.5, 2.5, 3.1-3.3, 4.2, 4.3       | <ul style="list-style-type: none"> <li>Develops material for a specific audience using clear and detailed language to convey explicit information and requirements</li> </ul>                                                                                                                                                                                    |
| Oral Communication         | 1.4, 1.5, 2.4, 2.5, 3.1, 3.2, 4.3     | <ul style="list-style-type: none"> <li>Uses detailed and clear language to clarify and present information according to requirements and audience</li> <li>Uses active listening to confirm understanding</li> </ul>                                                                                                                                             |
| Navigate the world of work | 1.1-1.5, 2.3, 2.4, 3.1, 3.2, 3.3, 4.3 | <ul style="list-style-type: none"> <li>Takes personal responsibility for adherence to legal and regulatory responsibilities and draws attention to any issues that may affect others</li> <li>Adheres to organisational policies and procedures</li> <li>Considers own role in terms of its contribution to the broader goals of the work environment</li> </ul> |
| Interact with others       | 1.3, 1.4, 1.5, 2.4, 3.1, 4.2, 4.3     | <ul style="list-style-type: none"> <li>Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> </ul>                                                                                                                                                                                                    |
| Get the work done          | 2.1, 2.2, 2.4, 2.5                    | <ul style="list-style-type: none"> <li>Plans routine tasks according to organisational processes, taking some responsibility for decisions regarding timing and sequencing</li> <li>Recognises and responds to predictable non-compliance problems</li> <li>Takes responsibility for outcomes of routine decisions</li> </ul>                                    |

## Unit Mapping Information

| Code and title<br>current version                                               | Code and title<br>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>