

INTERNATIONAL STUDENT RECRUITMENT POLICY FOR BCOE AGENT

College	Britannia College of Excellence	Policy number	AP009
Department	Student Admissions	Date issued	18.01.2010
Policy title	International Student Recruitment Policy	Renewal date	17.01.2011
Administration responsibility	Admissions manager	Principal duties	Marketing Director
Principal target group	Agents of Britannia College of Excellence	Training arrangement	Staff and Agents Induction

Britannia College of Excellence (BCOE) aim to continue working cordially with its allies abroad. In doing so it recognize the need for ensuring consistency and high level of service. Particularly, in fulfilling its duties under the Tier 4 Sponsorship License system. Paras 281-294 of the guidance for Sponsor Applications for Tier 4 provide details of duties specific to sponsors under Tier 4. These include:

‘A confirmation of acceptance for studies or visa letter may only be issued under tier 4 if the sponsor is satisfied that the student both intends and is able to follow the course of study concerned’

1. The purpose of this policy is enshrined within the duties which BCOE holds in respect of the above. In summary it aims to:
 - Ensure consistency in the delivery of high quality standards in student recruitment procedures.
 - Ensure that only appropriately qualified students are enlisted on BCOE's courses and therefore are put forward for visa letters or recommended to the United Kingdom High commission for the visa application
 - Ensure compliance with UKBA's rule and to fulfill BCOE's duties under its sponsor license arrangement.

2. BCOE, whilst maintaining the overall responsibility of fulfilling its duties will work closely with a number of reputable agents to ensure that its activities and business is not brought into disrepute. Therefore it require all agents to satisfy the following conditions:
 - All BCOE agents must be genuinely registered companies in their country and/or countries of operations
 - All BCOE agents must submit proof of financial viability
 - All BCOE agents must submit suitable and verifiable ID documents, certificates, CVs, certificates/evidence of 'approved centre'
 - All BCOE agents must complete and submit an application declaring their intention to become BCOE's agents in the format prescribed by BCOE

- All BCOE agents must submit suitable references from other business enterprises
 - All BCOE agents must submit proof of membership of active professional body or bodies
 - All BCOE agents must submit evidence of being compliant or history of working with strict regulations/rules
 - All BCOE agents must furnish BCOE with a list of all its business partners. This must be renewed annually
 - All BCOE agents must notify BCOE immediately they become aware of their involvement of a court case
 - All BCOE agents are required to follow their terms of agreement with BCOE without fail. They must sign the relevant agreement terms before commencing in their representation of BCOE
 - All BCOE agents must ensure that they have the suitable facilities to carry out their duties under the terms of agreement with BCOE. For instance they must have suitable facilities or have access to suitable facilities for conducting English examinations as part of their duties
 - All BCOE agents must acknowledge that BCOE shall review its agents list annually and that it reserves the right to remove any agents from its approve list without providing them with any explanation
 - All BCOE agents are requiring take theory agent role seriously and represent BCOE honorably. Particularly when dealing with the United Kingdom Embassy in their own country
 - All BCOE agents have a duty to carry out BCOE's appropriate instructions which are aimed to ensuring that *'sponsor is satisfied that the student both intends and is able to follow the course of study concerned'*
3. BCOE will not condone agents' actions which tantamount to impeding its efforts towards fulfilling its duties under Paras 281-294 or for that matter it's generally duties under the Tier 4 Sponsorship License System. In this regards, if BCOE have any cause-for-concern about the suitability of any students
 4. BCO require that all its agents will furnish it with 'authorized signatures'. Only documents bearing authorized signatures will be recognized as 'valid' by BCOE
 5. All documents relevant to students application must be submitted to BCOE's authorized agent. They must be checked, photocopied and verified by the agent. Verified documents must be date-stamped and signed by the agent. The document may include (but not limited to):
 - 1) A fully completed and signed application form

- 2) A photocopy of the student's passport (duly certified by a legal expert or notarized). They must also be endorsed and acknowledged ' by the agent
 - 3) Copies of all relevant Educational Certificates and Awards
 - 4) Academic transcripts
 - 5) Two passport size photographs (not more than 28 days old)
 - 6) IELTS, TOEFL or suitable equivalent Certificate (approved by the relevant awarding body)
 - 7) BCOE English Language Test Certificate (agents to ensure that the student's English language skills meet the standard required by BCOE)
 - 8) Statement of purpose
 - 9) Declaration of Convictions (if necessary, as in the case of Health & Social Care Level 7). Agents must verify that the student does not have any previous criminal convictions that will prevent him/her from undertaking a course in Health & Social Care. For foreign students and equivalent of CRB (E.g. Police clearance certificate will be considered)
 - 10) Two Suitable References 1) academic 2) character
6. Agents must verify as above that the student has provided proof of funds to cover maintenance and tuition fees whilst in the UK.
 7. All BCOE agents regardless of where they are located in the world are required to conduct a Standard English Proficiency Test on behalf of the college. The objective is to ensure that only suitable English proficient or potentially proficient applicants are admitted onto the college's programmes. This arrangement is also to recognize the poor standard of academic performance traceable to lack of English proficiency of its previous students
 8. The test is to be authored by the college, and conducted by the agents. The test must be taken by all BCOE's applicants or potential students. This is the first stage of English proficiency assessment. Students who fail (achieve less than 50%) in this test SHALL be dropped out, and their application will be automatically be canceled.
 9. Britannia College of Excellence recognizes that some agents may be tempted to falsify results of student's tests to satisfy their own business motives. Therefore, all students will be required to write an English

proficiency test during their first week in the college. The test will be at a similar level as that conducted by BCOE's agents. If the marks recorded by any students is found to be considerably low than those recorded by the BCOE agents, the responsible agent will be removed from BCOE's agent list without being accorded any right of appeal against the removal decision

10. All foreign students are required to submit evidence of English proficiency as part of their application to study at BCOE. This may be in the form of e.g. IELTS certificate. The proof must confirm that they have achieved the required level necessary for the particular course or programme they have applied for. The College reserves the right to verify the accuracy of any information contained on the proof document
11. Where an applicant cannot demonstrate any proof of English proficiency other than scoring 50% or more in an English proficiency exams, the College may require him/her to complete a 4 month English Proficiency course before starting their main course of study
12. The college recognizes that there may be occasions where an applicant does not need to demonstrate or proof English proficiency by completing a modular English programme. However, all applicants will be required to write a short test (normally within their first week of enrolment) the result of which would determine whether or not any applicant must complete the modular English course
13. Where the college after receiving the proof of English proficiency is in doubt of the applicants ability to express themselves or to study in English will, conduct an interview to assess the applicants suitability further in respect of the course he/she has applied for
14. If after the assessment interview the College's concerns remains unchanged, one of the following may apply:
 - The applicant may be required to study English Language Proficiency course (in stead of the course they have previously applied for). This will be for a duration stipulated for the applicant by the College
 - The applicant may be required to study English Language Proficiency course as well as the programme they have applied for. This will be for a duration stipulated for the applicant by the College
 - Another programme (different from the one originally selected by the applicant) may be offered to the applicant
 - The applicant's application to the College may be refused outright

15. The BCOE English proficiency course which all foreign students are required to complete is:

Course name : Business English (CEFR –A2)

Source of course : The Association of Business Practitioners (ABP)

Level : 2

16. This policy comes into effect from the date shown above and replaces all previous policies on the same subject

17. This policy requires all agents to perform sponsorship tasks that are outlined on a declaration form. BCOE require its agents to use this form in all cases of student recruitments