



Marketing Policy

Version 1.5 – June 2024

This document is current at 7/06/24

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V1.5

Navitas Bundoora Pty Ltd trading as La Trobe College Australia ABN 92 143 736 789 TEQSA PRV12186 – Institute of Higher Education, CRICOS Code 03312D; La Trobe University TEQSA PRV12132 – Australian University, CRICOS Code 00115M

Overview

La Trobe College Australia seeks to ensure that its staff, partners and potential students have a clear and accurate understanding of the College, its education programs and related services.

To this end, La Trobe College Australia has established a framework which ensures the marketing of the College and its education programs is undertaken in a professional manner that maintains the integrity and reputation of La Trobe College Australia, the Navitas Group and La Trobe University.

Marketing Strategy and Planning

La Trobe College Australia's marketing strategy is informed by La Trobe College Australia's Strategic Plan and is articulated in a Marketing Plan, which is revisited annually.

The Marketing Plan spans a 12 month period commencing May each year, is developed by the Director of Marketing and the marketing team. This Marketing plan is then considered/revised by the College Director/Campus Director and Navitas Group Marketing.

Marketing and Promotion

When recruiting overseas students La Trobe College Australia will ensure that the marketing and promotion of their courses and education services is not false or misleading and is consistent with Australian Consumer Law.

Marketing Material

All marketing material must:

- clearly identify the name of the College;
- include the CRICOS number of the College and the programs being promoted;
- if the La Trobe University logo is being used, the La Trobe University CRICOS Provider No. must be displayed
- provide information which is accurate and unambiguous;
- be approved by the relevant authority identified in the La Trobe University/La Trobe College Australia Agreement;
- be consistent with the Navitas Group Corporate Brand Guidelines;
- comply with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (with particular reference to Standards 1, 2 and 4) (National Code);
- comply with the Education Services for Overseas Students (ESOS) Act (sections 8, 9 and 107).

Website Management

La Trobe College Australia recognises the importance of continuous revision of its website to ensure staff, current and potential students, partners and the general public are presented with up-to-date and accurate information.

The website must comply with the Navitas Corporate Brand Guidelines.

Social Media

La Trobe College Australia engages students, agents and the general public through social media and all staff are aware of and adhere to the Navitas Social Media Policy.

Training of La Trobe College Australia marketing staff

La Trobe College Australia actively supports and promotes staff training to aid in compliance with the marketing policy and its underpinning legislation. Training may include attendance at various internal and external programs, including that relating to NOOSR, UK NARIC, AEI, DIBP, CRICOS and PRISMS.

Marketing staff are familiarised with the National Code on commencement and are advised:

- they must not commit to securing migration or education assessment outcomes for overseas students
- they cannot actively recruit students studying at other institutions before they have completed six months of study of the principal program in the package;
- that any applicant enrolled with another provider must produce a Letter of Release, and in the case of students younger than 18 years of age, written permission from a parent or legal guardian.

Education Agents

La Trobe College Australia engages the services of education agents around the world to assist in its international marketing activities.

Appointment

Agents undergo an application process prior to appointment, which involves referee checks. If considered acceptable, the Agreement incorporates acknowledgement by the Education Agent that they and their staff have read and understood the National Code, the AVCC Code of Ethical Practice and ESOS.

As the appointment of Education Agents spans the Navitas Group, the Agreement is signed by the Group General Manager (Marketing).

Monitoring

Education Agents are monitored, reviewed annually and receive updated information and training via a range of means, including:

- face-to-face visits throughout the year from La Trobe College Australia staff focussing on training regarding programs, facilities, admissions processes, support services, accommodation and lifestyle;
- face-to-face meetings with other Navitas College staff travelling for marketing/ admissions purposes;
- face-to-face visits with Navitas staff located in off shore offices, such as China, India, Japan, Korea, Vietnam, Turkey, Pakistan, Kenya, Colombia and Indonesia;
- face-to-face visits with La Trobe University staff based on a La Trobe University campus
- face-to-face visits with La Trobe University staff located off shore, such as India, China;

- dissemination of hard copy brochures, posters and other marketing collateral;
- teleconferences;
- Skype conference calls with La Trobe College Australia Admissions and Marketing staff;
- email conversations and electronic flyers;
- agent familiarisation visits to La Trobe College Australia;
- partnering to represent La Trobe College Australia at educational exhibitions;
- outcomes of student surveys; and
- newsletters.

Dishonest or Unethical Conduct

Dishonest or unethical behaviour may include, but is not limited to:

- a deliberate attempt to recruit a student who has been studying with another provider for less than six months;
- facilitating the recruitment of a student who will not be able to comply with the conditions of his/her visa;
- creating a Confirmation of Enrolment, or causing one to be created, for anyone other than a bone fide student;
- deliberately providing information to a potential student, or to La Trobe College Australia, which is incorrect or fraudulent;
- acting in a manner which is negligent, careless or incompetent;
- providing unauthorised immigration advice.

If La Trobe College Australia discovers an agent to have engaged in dishonest or unethical conduct, it will take immediate preventative and/or corrective action appropriate to the nature of the conduct. This could include:

- additional training which highlights La Trobe College Australia's expectations;
- not accepting students recruited by the education agent;
- terminating the agreement with the education agent; and/or
- alerting relevant Australian authorities of the situation.

Agent Contact Details

Consistent with Standard 4 of The National Code, La Trobe College Australia will publish details relating to all agents in which La Trobe College Australia has a formal written agreement, as follows:

- Agency Name;
- Legal Entity;
- Name of principal agent; and
- Street Address/es.

The details of these agents are clearly available and easily searchable from the La Trobe College Australia home page.

Policy Title	Marketing Policy	
Policy Owners	Director, Marketing and Admissions, College Director	
Contact Persons		
Key Stakeholders		
Approval Body	LTM Executive Committee	May 13 2013
	LTCA Executive Committee	October 31 2018
	LTCA Executive Committee	February 21 2019
	Senior Management Team	May 29 2020
	Senior Management Team	October 7 2022
	Senior Management Team	June 7 2024
Relevant Legislation	The Education Services for Overseas Students (ESOS) Act (2000) and The National Code (2018).	
Related Policies		
Related Guidelines		
File information	File number	Version number V1.5
Date Effective	June 2024	Next Review Date December 2026
Amendment History		
Revision Date	Version	Summary of changes
12/07/18	1.1	Updates according to National Code 2018 and name change to La Trobe College Australia (LTCA)
13/02/19	1.2	Merged separate LTCA Melbourne and Sydney policies into one policy.
29/05/2020	1.3	Conducted sanity checks and minor updates made to sentence structures
07/10/2022	1.4	Minor updates made to legislation references and addition of scope to include LTUSC FSDP students. Minor formatting updates made within the document.
07/06/2024	1.5	Updated and refined sentence structures and formatting of text.