

Terms of Reference (TOR)

Education UK Certificate for Agents (Agent Training)

For Education Agents or Education Advisers

1 October – 30 November 2015

Background: Why Study in the UK?

United Kingdom (UK) has its long history of welcoming international students and remains as one of the most popular countries for overseas students. In addition, the long list of alumni of British institutions has made their mark on the world, reflecting the quality and excellence of the education system. A tradition of excellence combined with flexibility and innovation, as well as vibrant UK life has attracted students all over the world to pursue their higher education in the country. Most UK degree courses are not as long as those in the US which means that the students will be committing less time and money to their studies.

Based on the data from UK Visa and Immigration, the number of Indonesian students pursuing their study to UK has increased 19,4% from 2013/2014. The research by the British Council also shows that UK becomes one of the top destinations for the students to continue their higher education.

As the UK's international organisation for educational opportunities and cultural relations, The British Council creates international opportunities for the people of the UK and other countries and builds trust between them worldwide. It is also incorporated by Royal Charter in 1940 as a public corporation, a charity and an executive non-departmental public body with operational independence from the UK government

Objectives

This training programme enables the agents:

1. to promote UK education effectively and provide high-quality consultancy, information, resources and services to potential international students;
2. to source and up-date their information regularly, so that agents will be better prepared to answer the questions from the potential students, as well as to give them an overview of what it is like living in the UK.

Benefits

The agent will get the certificate (valid for two years) which is recognized by UK institutions and it demonstrates to students and parents that agents have gained knowledge in the areas.

As a British Council Certified agent, the agent can appear on the Global Agents List.

- The Global Agents list is a website on which details of all agents who have been successful in our British Council Training programmes over the last two years will be publicly available, subject to the agents consent. This will help students, parents and institutions to find British Council certified trained agents with whom to work. The list will be available through BCSIEM and other British Council channels.
- This means that the registration details the agent gave to the British Council will be visible to any student, parent or educational institution looking for agents in your country. The agent may also receive some spams from people and organisations that view the list.

Course Fee

The fee of the training is **GBP 200 for 8 (eight) weeks.**

Timeline

The course starts from **October 1st – November 30th, 2015.**

Registration opens from **June 8th – September 18th, 2015.**

Participant should submit the application form by email to Tentri.Pujilestari@britishcouncil.or.id and copy in Meinanda.Chudahman@britishcouncil.or.id before the deadline.

Course Structure

The course will be divided into 2 (two) units, such as:

1. Unit 1: **Studying and Living in the UK**

Agents will learn about:

- Why choose the UK as an international study destination
- How much does it cost
- Working
- Entry clearance and immigration regulations
- Accommodation

2. Unit 2: **UK education and training**

- Why choose a UK education
- How the UK education system works
- English language training
- Independent boarding schools and colleges
- Further and work-based education
- Higher education: undergraduate study
- Higher education: post-graduate study
- Study for a UK qualification in your own country
- British Council resources and support

Course Delivery

The training programme will be delivered through:

1. **Online**

Agent will be given an account to log-in into the online course pack. It enables the agents to choose, tailor, and adjust their own schedule.

2. **Support Sessions (2 times – once in a month)**

These can be webinars or face to face meeting.

3. **2-hour formal written exam**

Agent is expected to come to British Council's Office in Jakarta for the final exam. For agents located outside Jakarta, they can have the option to take the final exam at British Council's Teaching Centre in Surabaya or Medan.

Contact Person

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