



Global Employee Guide

Last updated
May 2023



Welcome to Navitas

On behalf of everyone at Navitas I would like to welcome you.

You have joined an organisation with a proud history and an exciting future. Navitas creates life-changing opportunities for learners around the world to realise their education and career ambitions; and we've been doing that since we began more than 25 years ago.

Whether you've joined us as a teacher, at the forefront of learning and teaching practices, or in an enabling role, you will be helping learners to become study-ready, work-ready and world-ready. That is what we are all here to do. In return, you will find extraordinary opportunities to learn and grow in your own career.

Navitas has grown into a diverse and global organisation, with many colleges and offices around the world. Wherever you are based, there is a network of knowledge, talent and capability for you to connect with.

I encourage you to tap into our unrivalled global reach and entrepreneurial spirit to help shape the landscape of education – and deliver exceptional outcomes for our students, partners and people.

I wish you all the best as you begin your journey with us.



ROD JONES
Founder and Chairman



Contents

Your introduction to Navitas

- What we do
- Our proud history
- Our vision, purpose, values and strategic priorities

Our Organisation

- Our Leadership
- University Partnership Division
- Careers & Industry Division
- Global Sales & Marketing
- Corporate team

The way we do things

- Learning and Teaching
- Student Recruitment
- The way we communicate
- Our systems
- People and culture
- Navitas in the community



Your introduction to Navitas

What we do

Navitas is a leading global education provider. We work with universities, industry partners and governments to transform lives through education. Every year, learners from around the world graduate from Navitas colleges, having experienced teaching and learning support that harnesses talents and helps achieve dreams.

From pre-university and pathway programs to degree courses, English language and vocational training, we provide numerous study options to aspirational learners across our global network of colleges and campuses, powered by our diverse and talented employees.

Our success is underpinned by our unparalleled international network and peerless commitment to student experience and outcomes. Our passion drives us to discover new teaching and learning models and technology to improve education, both now and in the future.



UNIVERSITY PARTNERSHIPS

We partner with universities all over the world to offer international and domestic students pathways to higher education. Our students benefit from exceptional support and teaching excellence and our partners benefit from our global resources and international expertise.

We provide managed campus services for many of our partners, enabling them to reach more students in more locations.

See the University Partners section in 'Our organisation' on page 10



HIGHER AND VOCATIONAL EDUCATION

Our independent higher education providers offer accredited certificate, diploma, degree and postgraduate programs that equip learners with the skills they need to make valuable contributions to industry and society.

Specialising in creative media, human services, business management and a growing number of disciplines, our world-leading colleges offer a diverse range of programs both across Australia and around the world to meet industry demand and the needs of learners.

See the C&I section in 'Our organisation' on page 16



LANGUAGE AND EMPLOYABILITY SKILLS

We deliver English language and testing services and literacy, numeracy and digital skills programs to help a diverse range of clients develop essential skills.

Our work integrated learning programs offer people the skills and experience needed to maximise their employment prospects, and our strong relationships with employment providers, employers and industry assist in delivering positive outcomes.

Our management and professional development programs are helping to prepare and strengthen the leaders of tomorrow.

Our proud history

We started over 25 years ago with a big idea: to change the way the world learns. And we're still shaping the landscape of education today.

Our success has been built on partnerships and pathways. Navitas founder Rod Jones first pioneered the university pathway concept with PIBT (Perth Institute of Business Technology – now Edith Cowan College) in 1994. His vision was to help students from around the world realise their ambitions by providing pathways to university study in Australia.

The programs offer international students a nurturing and supportive environment in which to begin their academic studies while preparing them to join a partner university's mainstream degree program.

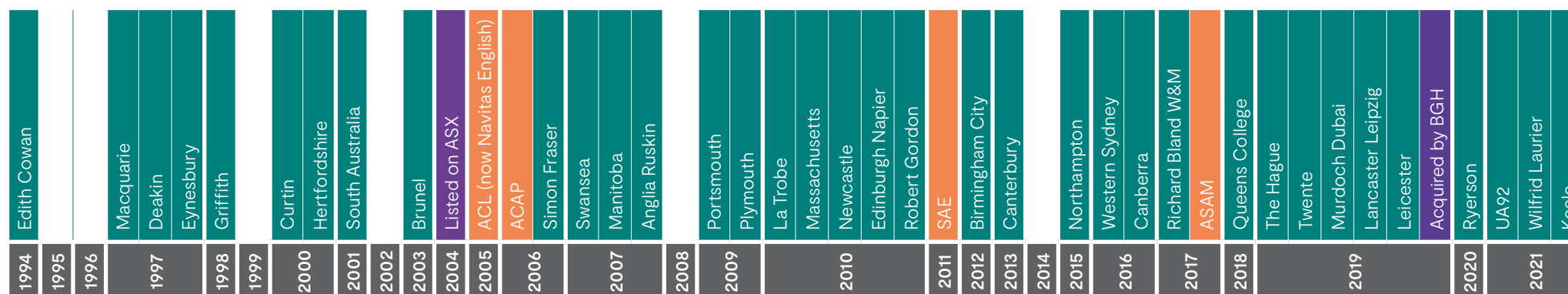
The model was successful from the start, providing value for our partner universities and exceptional outcomes for our students. Within a decade, we had established university pathway programs across Australia, and in 2000 took the same model to the UK. We now have university partnerships in the USA, Canada and New Zealand and are one of the best-known brands in global pathway education. Many of our colleges have now extended their offering to domestic students and applied the same caring and empathic principles that have been so successful with international students.

Alongside the growth of our university partnerships, we have built an impressive portfolio of stand-alone colleges offering higher education, vocational and skills-based programs to learners around the world. This began with the acquisition of the ACL Group in 2005 (making us the largest English language provider in Australia), and continued with the acquisitions of ACAP (the Australian College of Applied Psychology), and SAE Creative Media Institute (our global creative media education provider).

Our brands, global footprint and product offering are diverse, but we are united in our commitment to deliver the best possible outcomes for our learners and our partners.

Watch our *Navitas: pioneers of the university partnership model* video to learn more.

- university partnership
- acquisition



Our Vision

Our vision is to be the best global education provider in the world for our students, partners and people.

Our Purpose

Our purpose is transforming lives through education. We are passionate about learner outcomes, creating employment opportunities through lifelong learning, and being a global leader in delivering better learning solutions.

VALUES IN ACTION

All our employees are required to be familiar with Values in Action; a set of guidelines outlining how we demonstrate the Navitas values through our behaviour and in the performance of our work.

It is based on our shared vision, purpose and values, and highlights the way we prioritise integrity, respect and fairness, and keeps us accountable.

Values in Action is an articulation of who we are, and how we are expected to behave; it symbolises what we stand for as an organisation.

Our Values



We demonstrate **DRIVE** by achieving and advancing together



We are **GENUINE** in the way we behave and deliver



We are **ADVENTUROUS** in mind and spirit



We demonstrate **RIGOUR** in enhancing our professional reputation and credibility



We have **CONVICTION** to our purpose and potential



We show **RESPECT** by celebrating, valuing and caring for people and the environment

Our strategic priorities

Value people and talent

Ensure a safe environment for all

Embed student/ customer first philosophy

Recruit more students

Long-term growth

Establish a data-driven culture

Our Organisation

Our leadership

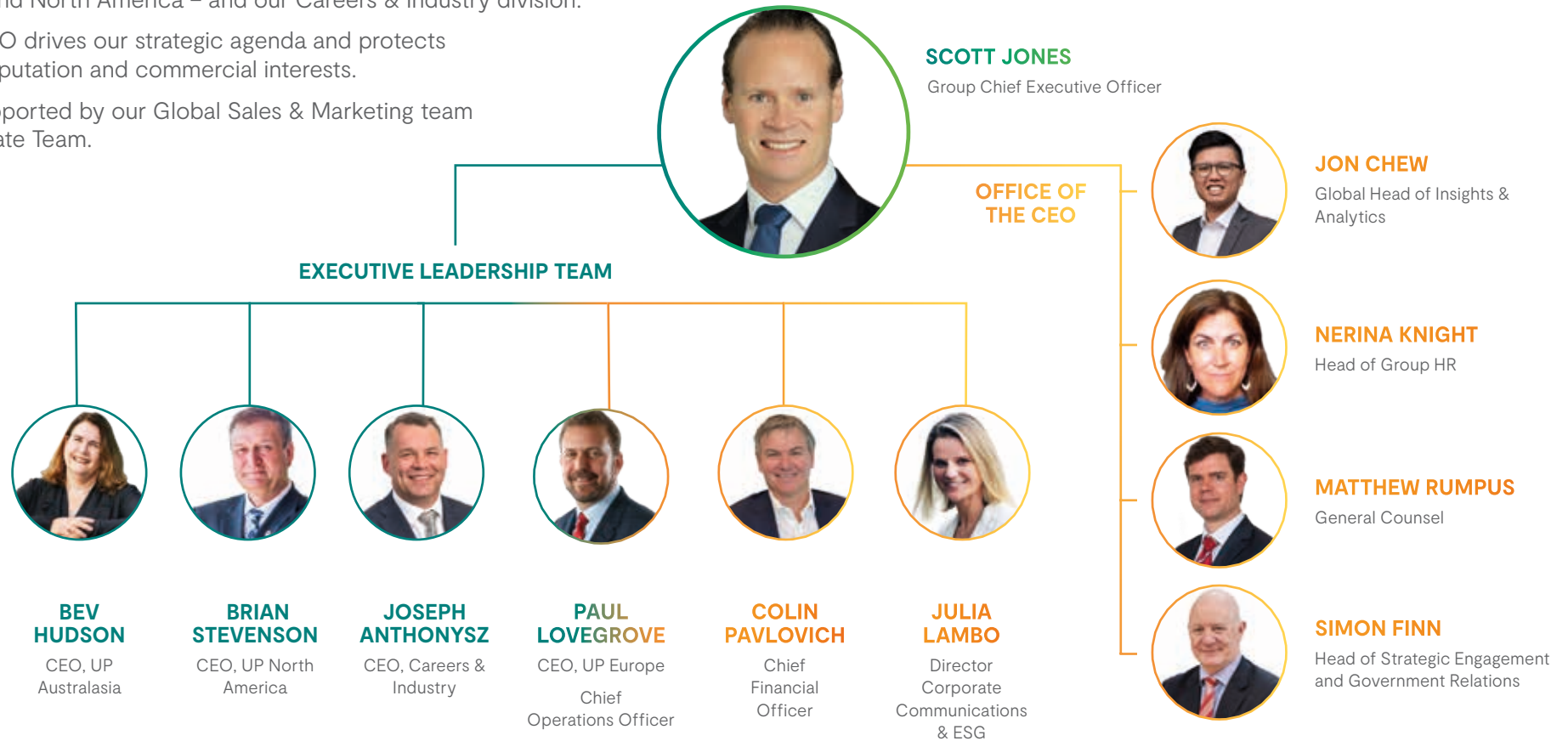
Navitas is a global organisation, headed by vital, experienced individuals.

Our Executive Leadership Team (ELT) comprises Group CEO Scott Jones, the CEOs of our divisions, the Chief Operations Officer and Chief Financial Officer.

Our colleges and campuses are managed through three University Partnership divisions – Australasia, Europe and North America – and our Careers & Industry division.

The Office of the CEO drives our strategic agenda and protects and enhances our reputation and commercial interests.

Our divisions are supported by our Global Sales & Marketing team and our lean Corporate Team.



University Partnership Division

University Partnerships Australasia (UPA)

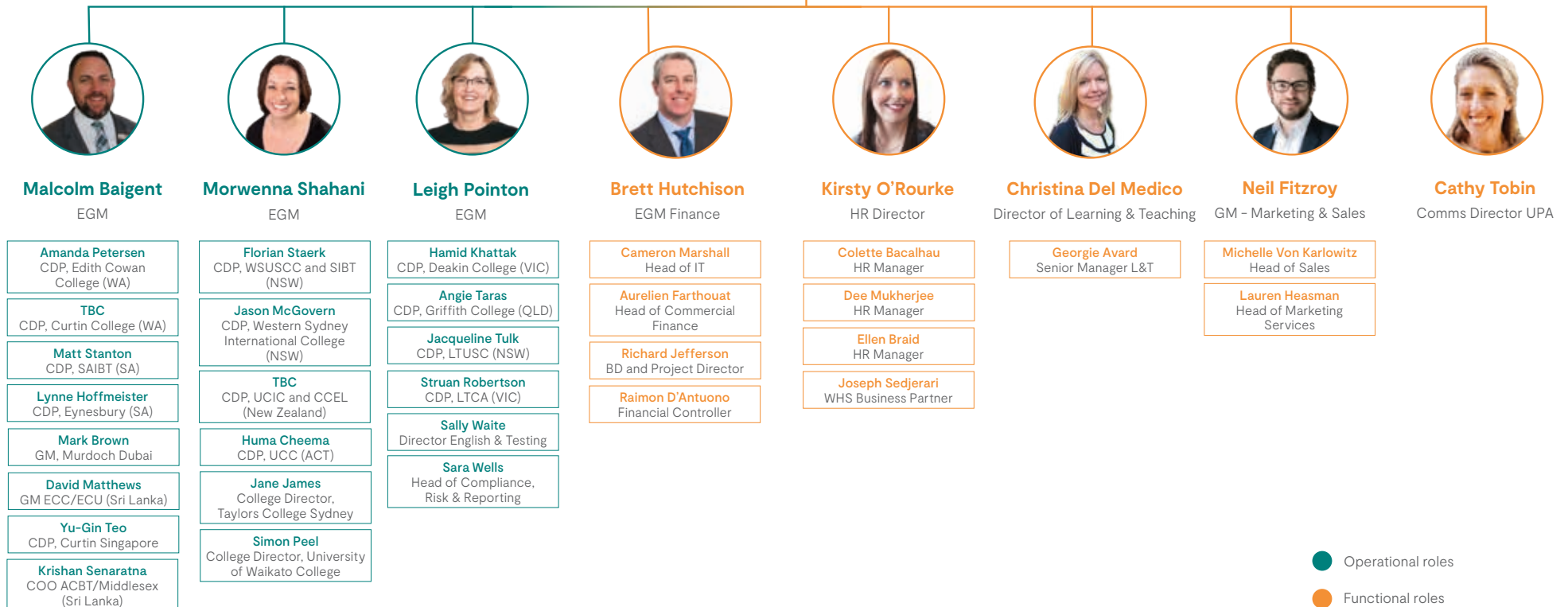
UPA is our biggest division. Our extensive partnership network in the region includes New Zealand, Dubai, Singapore and Sri Lanka. The success of UPA is underpinned by our commitment to student experience and outcomes, and the strength of our partner relationships.



BEV HUDSON
CEO University Partnerships Australasia



Sylvia Azer
Executive Assistant, UPA



● Operational roles
● Functional roles

University Partnerships Australasia (UPA)



| | Partner University | City | Country | Year established | Courses/product offered | | | Students enrolled | |
|---|--|----------------------------|----------------------|------------------|-------------------------|-----------------|----------------|------------------------|-------------------|
| | | | | | ELICOS | Pathway college | Managed campus | International students | Domestic students |
| ACBT | Edith Cowan University | Colombo | Sri Lanka | 2007* | ✓ | ✓ | ✓ | ✓ | ✓ |
| CCEL | University of Canterbury | Christchurch | New Zealand | 2017* | ✓ | | | ✓ | |
| CELUSA | University of South Australia | Adelaide | Australia | 1999* | ✓ | | | | |
| Curtin College | Curtin University | Perth | Australia | 2000 | | ✓ | | ✓ | ✓ |
| Curtin Singapore | Curtin University | Singapore | Singapore | 2008 | ✓ | ✓ | ✓ | ✓ | ✓ |
| Deakin College | Deakin University | Melbourne | Australia | 1996 | | ✓ | | ✓ | ✓ |
| Edith Cowan College | Edith Cowan University [†] | Perth | Australia | 1994 | ✓ | ✓ | | ✓ | ✓ |
| Eynesbury College | University of Adelaide University of South Australia Flinders University | Adelaide | Australia | 1989 | ✓ | ✓ | | ✓ | ✓ |
| Griffith College | Griffith University | Brisbane Gold Coast | Australia | 1997 | | ✓ | | ✓ | ✓ |
| Hawthorn Melbourne | University of Melbourne | Melbourne | Australia | 2007 | ✓ | | | ✓ | |
| La Trobe College Australia | La Trobe University | Melbourne | Australia | 2010* | ✓ | ✓ | | ✓ | ✓ |
| La Trobe University Sydney Campus | La Trobe University | Sydney | Australia | 2005* | ✓ | ✓ | ✓ | ✓ | ✓ |
| Murdoch University Dubai | Murdoch University | Dubai | United Arab Emirates | 2019* | | ✓ | ✓ | ✓ | ✓ |
| Navitas English | Direct entry agreements with 24 universities and Higher Education Providers across Australia | Brisbane, Perth, Sydney | Australia | 2005* | ✓ | | | ✓ | |
| SAIBT | University of South Australia | Adelaide | Australia | 2001 | | ✓ | | ✓ | ✓ |
| SIBT | Western Sydney University | Sydney | Australia | 1997 | | ✓ | | ✓ | ✓ |
| Taylors College Sydney | University of Sydney | Sydney | Australia | 2023 | ✓ | ✓ | | ✓ | |
| UC College | University of Canberra | Canberra | Australia | 2005* | ✓ | ✓ | | ✓ | ✓ |
| UC International College | University of Canterbury | Christchurch | New Zealand | 2013 | | ✓ | | ✓ | |
| University of Waikato College | University of Waikato | Hamilton | New Zealand | 2023 | ✓ | ✓ | | ✓ | ✓ |
| Western Sydney University International College | Western Sydney University [†] | Sydney | Australia | 2015 | | ✓ | | ✓ | |
| Western Sydney University, Sydney City Campus | Western Sydney University | Sydney | Australia | 2015 | | | ✓ | ✓ | ✓ |

† Denotes Joint Venture.

* The year in which pre-existing operations were acquired or part acquired by Navitas

A **pathway program** is equivalent to the first year of a bachelor's degree at one of our partner universities.
A **managed campus** is a university campus managed by us on behalf of a partner university.

A **Joint Venture** is an alternative royalty model we have with a number of university partners. It allows for the creation of a new college entity that is 50% owned by Navitas and 50% owned by the university partner and governed by a joint management committee.

University Partnerships Europe (UPE)

UPE has grown substantially in recent years and now extends into mainland Europe. In UPE we partner with a number of high ranking universities, increasing access to higher education for students from all over the world.

PAUL LOVEGROVE
CEO University Partnerships Europe



Debbie Lelliott
Executive Assistant



Patricia Tweed
Head of Communications UPE



University Partnerships Europe (UPE)



| | Partner University | City | Country | Year established | Courses/product offered | | | Students enrolled | |
|---|--|------------------------|-------------|--|-------------------------|-----------------|----------------|------------------------|---|
| | | | | | ELICOS | Pathway college | Managed campus | International students | Domestic students |
| BCUIC | Birmingham City University | Birmingham | UK | 2013 | | ✓ | | ✓ | |
| BULPC | Brunel University | London | UK | 2003 | | ✓ | | ✓ | ✓ |
| ARUC | Anglia Ruskin University | Cambridge & Chelmsford | UK | Contract signed 2007. First intake Sept 2008 | | ✓ | | ✓ | ✓ |
| HIC | University of Hertfordshire | Hatfield | UK | 2000 | | ✓ | | ✓ | ✓ |
| LULC | Lancaster University | Leipzig | Germany | 2019 | | | ✓ | ✓ | ✓ |
| THIC | The Hague University of Applied Sciences | The Hague | Netherlands | 2018 | | ✓ | | ✓ | |
| TPC | University of Twente | Enschede | Netherlands | 2018 | | ✓ | | ✓ | |
| LGSC | University of Leicester | Leicester | UK | 2008 | | ✓ | | ✓ | |
| ICRGU | Robert Gordon University | Aberdeen | UK | 2010 | | ✓ | | ✓ | |
| UA92 | Lancaster University | Manchester | UK | 2021 | | ✓ | | ✓ | |
| UPIC | University of Plymouth | Plymouth | UK | 2009 | ✓ | ✓ | | ✓ | Limited -only 1 domestic course in Architecture |
| UNIC | University of Northampton | Northampton | UK | 2016 | | ✓ | | ✓ | |
| ICP | University of Portsmouth | Portsmouth | UK | 2009 | | ✓ | | ✓ | |
| The College, Swansea University (formerly, ICWS)† | Swansea University | Swansea | UK | 2018 as The College, Swansea University (2008 as ICWS) | | ✓ | | ✓ | ✓ |
| KUIC | Keele University | Keele | UK | 2021 | | ✓ | | ✓ | |

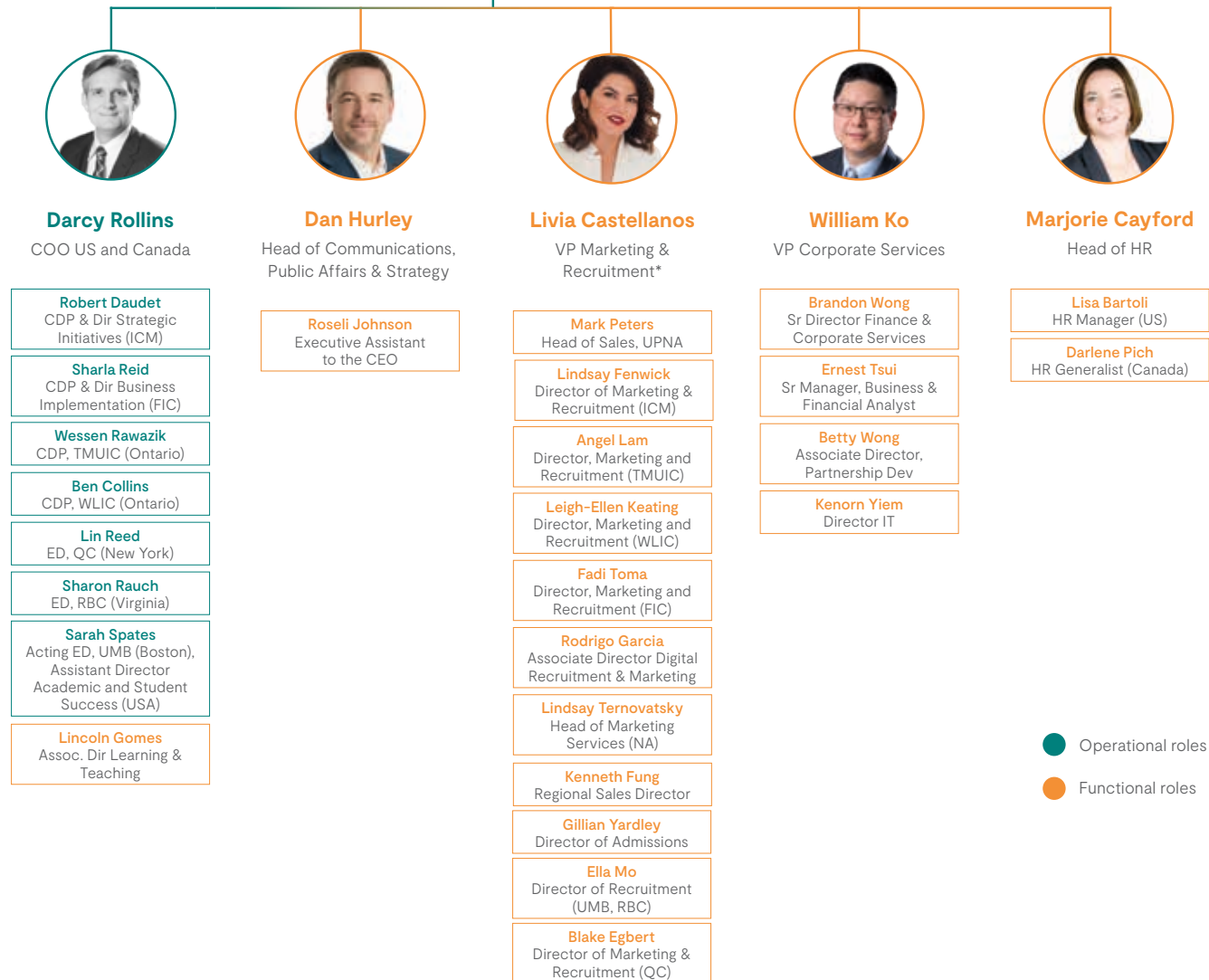
† Denotes Joint Venture.

University Partnerships North America (UPNA)

The UPNA division consists of highly regarded partnerships in appealing locations across the growing market of Canada and the US.



BRIAN STEVENSON
CEO University Partnerships North America



University Partnerships North America (UPNA)

| | Partner University | City | Country | Year established | Courses/product offered | | | Students enrolled | |
|--|---|---------------------------|---------|------------------|-------------------------|-----------------|----------------|------------------------|-------------------|
| | | | | | ELICOS | Pathway college | Managed campus | International students | Domestic students |
|   | Simon Fraser University | Burnaby, British Columbia | Canada | 2006 | | ✓ | | ✓ | |
|   | University of Manitoba | Winnipeg, Manitoba | Canada | 2008 | | ✓ | | ✓ | |
|   | Toronto Metropolitan University | Toronto, Ontario | Canada | 2020 | | ✓ | | ✓ | |
|   | Wilfrid Laurier University | Waterloo, Ontario | Canada | 2021 | | ✓ | | ✓ | |
|   | Queens College, City University of New York | Queens, New York | USA | 2019 | | ✓ | | ✓ | |
|    | University of Massachusetts, Boston | Boston, Massachusetts | USA | 2010 | | ✓ | | ✓ | |
|  | Richard Bland College of William and Mary | Petersburg, Virginia | USA | 2017 | | ✓ | | ✓ | |

Careers and Industry Division (C&I)

The Careers & Industry (C&I) division brings together niche, diverse colleges delivering higher education, vocational training, leadership development and employability skills programs to learners around the world.

We equip learners with the growth opportunities, real-world experience and qualifications they need to develop skills, build confidence, secure work and carve successful long-term careers.

C&I colleges enjoy a positive reputation with regulators, professional accrediting bodies, peak bodies and governments. We boast a strong history of compliance, positive student satisfaction and performance outcomes – and we have an enviable track record in delivering large-scale government-funded programs for migrants, refugees and job seekers.

We will continue to develop and deliver new programs in new sectors with strong growth prospects, and we are committed to meeting the future employment needs of industry while fostering a culture of innovation.

Joseph Anthonyz
CEO Careers & Industry



DIVISION CORPORATE OFFICE

Cathy Tobin
Head of Corporate Affairs

Vanessa Evers
Executive Assistant, C&I

Jenna Schiller
Head of Education Partnerships,
SAE

EXECUTIVE LEADERSHIP TEAM



Matthew Evans
Chief Operating Officer



Tracey Jones
Chief Marketing Officer



Lucy Schulz
Executive General Manager
Education



Michael Cox
Executive General Manager Government
Services & Employment



Brad Homer
General Manager Sales, C&I

Jake Elsen
General Manager SAE USA

Laura Rainbird
Head of Brand

George Garrop
General Manager ACAP and
Navitas Professional

Jetinder Macfarlane
General Manager
Navitas Skilled Futures

Mitesh Modi
General Manager Finance

Luke McMillan
General Manager SAE ANZ

Brad Appleton
General Manager Planning,
Business Development & Strategy

Karen Taylor
General Manager ASAM

Stefanie Leich
Head of Human Resources

Marcus O'Donnell
Provost - Learning & Teaching

Ali Rana
Head of Information Technology

Gary Brook
Registrar

Suzette Major
Campus Director, SAE NZ

Careers and Industry Division



AUSTRALIAN COLLEGE OF APPLIED PROFESSIONS

ACAP is a national leader in applied education, helping students build knowledge that is relevant to the real world through delivery of courses in psychology, counselling, social work, criminology and coaching. ACAP also offers individualised and practical learning in business management with the launch of an MBA – and continues to expand its course offerings.

ACAP has campuses in six locations across Australia and operates a large online campus. Degrees are accredited by their relevant professional bodies and ACAP holds self-accrediting authority from the Australian regulator, TEQSA.



NAVITAS PROFESSIONAL

Navitas Professional specialises in practical learning to prepare tertiary graduates and young professionals for the Australian workplace. Offering access to professional development and workplace training, mentoring and work placements with respected Australian and global businesses, Navitas Professional delivers the Professional Year Program (PYP) to international accounting, IT and engineering graduates from locations across Australia.



Careers and Industry Division



NAVITAS SKILLED FUTURES

Since 1990, Navitas Skilled Futures has been contracted by the Australian Government to deliver programs to improve the language, literacy, numeracy and digital skills (LLND) of over 300,000 people from diverse backgrounds. Navitas Skilled Futures also delivers training that meets the settlement, education and employment needs of clients.

Nationally accredited courses and qualifications are among the programs offered, including: The Adult Migrant English Program (AMEP) for migrants and former refugees, including the Pathways to Work (PtW) and Volunteer Tutor Scheme (VTS); Skills for Education and Employment (SEE) for jobseekers; Career Transition Assistance (CTA) for mature-age jobseekers; Employability Skills Training (EST) for jobseekers, and Foundation Skills for Your Future (FSfYF). The Navitas Skilled Futures team regularly tenders to deliver other vital LLND and employability programs.



AUSTRALIAN SCHOOL OF APPLIED MANAGEMENT

The Australian School of Applied Management (ASAM) is one of Australia's most highly regarded providers of leadership education. ASAM provides innovative online, face-to-face and blended learning solutions to support the development of leadership skills across many sectors.

ASAM operates the following specialist providers:

Women & Leadership Australia supports and develops women leaders at every stage of their journey, working with individuals and organisations to provide leadership development programs and high-profile events.

The National Excellence in School Leadership Institute (NESLI) supports leadership excellence across the Australian K-12 education system, offering professional learning programs for school leaders including development opportunities for women leaders, and high-profile leadership events.



Global Sales & Marketing

Our experience in recruiting international students for our university partnership divisions is one of the keys to our success. The Global Sales & Marketing team is at the frontline of the recruitment effort; with offices in numerous countries marketing our colleges to prospective students all over the world via our agent and institution partner network.



PAUL LOVEGROVE
Chief Operations Officer



Debbie Lelliott
Executive Assistant



Tim Tabaka

Director, Global Sales Transformation

Novelle Spragg
Global Sales Business Partner, CRM

Tony Cullen

EGM Global Engagement

Simon Jacobs
General Manager Marketing and Recruitment – South Asia

Omid Honari
General Manager Marketing and Recruitment – EMEA, Director, Global Sponsor Engagement

Kim Eklund
General Manager Marketing and Recruitment – China

Stephanie Koo
Regional Director – Hong Kong, Macau, Taiwan

Sunghoon Park
Regional Director – Korea, Mongolia & Japan

Fiona Richards
Director Offshore Joint Programs

Jodie Lindsay
Head of Global Marketing

Lauren Loh
Channel Partner Service Manager

PROJECT TEAM
Laura Blight Project Manager
Rebecca Rubin Business Services Manager

Brittany Adams
Regional Director – Europe & Director, Global Schools Engagement

Chrystal Lai
HR Manager

Puneeta Kapoor
Finance BP

Raymond Chen
Finance Controller

Julie Gallo
Head of Ops EMEAA & SA

Helen Lin
Head of Ops, GCNA & SEA

Andrew Atherton

Global Director Transnational Education

Richard Eason

Executive General Manager – Data & Architecture

Deepika Deepika
Data Analyst (Australia)

Upeka Somaratne
Data Scientist (Australia)

Candy Chik
Business & Insights Analyst (Hong Kong)

Lucia Tsui
Salesforce Business Administrator (Hong Kong)

Mary Tesfay
Data Solutions Architect (UK)

Kristie Marshman
Global Head of Data Privacy (UK)

Ramesh Illa
Lead Data Engineer (Singapore)

Aubrey Leigh-Rogers

Project Director

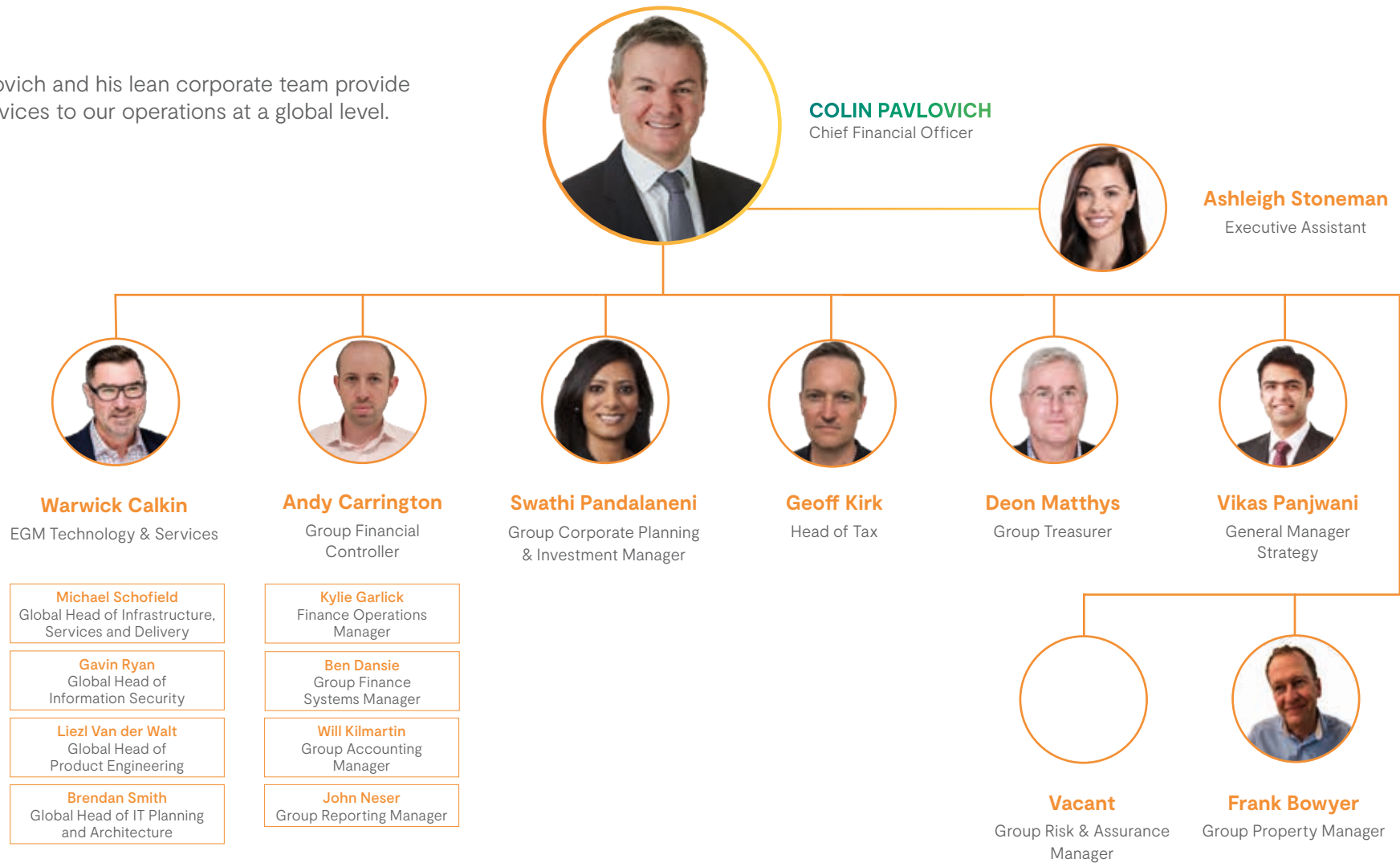
Heidi Monsour

Global Director of Marketing Strategy (University Partnerships)

● Operational roles
● Functional roles

Corporate team

CFO Colin Pavlovich and his lean corporate team provide support and services to our operations at a global level.



The way we do things

Learning and Teaching

At Navitas, we aim to meet the highest academic standards to align with our purpose of transforming lives through education. We have teams operating in each division, working closely with colleges to promote teaching excellence, collaboration and innovation for ongoing improvement of the student learning experience.

SUPPORTING THE NAVITAS LEARNER

Navitas learners are often from diverse and 'non-traditional' backgrounds, who may be the first in their family to attempt post-secondary study. They may also have other commitments, such as work and family. Our international students often leave behind family and social support networks to experience learning in a new country, and often in a second language.

To meet the needs of such diverse groups of students, we uphold a distinct set of learning and teaching principles:

- Learning typically takes place in small groups, offering a more personalised approach, and to foster close connections between learners, teachers and peers.
- A holistic approach is taken to the student experience, from pre-enrolment through to curriculum and transition support, extracurricular activities and pastoral care.
- Formal and informal learning experiences are integrated, and activities designed to blur traditional classroom boundaries.
- Relevant, authentic learning is prioritised, through close ties to industry and practice. Activities are designed to link learning to disciplinary and real-world contexts.
- Precedence is given to 21st century literacy, such as digital and information technology literacy, as well as English language proficiency and graduate capability.
- Technology is integrated in learning activities and the curriculum to provide flexibility and connectivity between learners and their peers and teachers.
- Agility is a priority, in the provision of online and blended learning, to support delivery and quality student experiences and outcomes during and post COVID-19.

SUPPORTING OUR ACADEMIC STAFF

Navitas has a thriving global network of experienced teachers and academic leaders, who regularly share learning and teaching knowledge and good practice with the wider Navitas community. Self-access resources include articles and webinars available through the **Learning and Teaching website**, and more interactive opportunities are available through the **Navitas Community – Online Support Strategies**, specifically created to support educators during transitions to online teaching.

TEACHING EXCELLENCE AT NAVITAS (TEN)

We encourage our teachers to transform the student learning experience by building a range of capabilities. To support staff in the development of their skills, Learning and Teaching offers **TEN**; an innovative professional development program for Navitas academic staff worldwide.

TEN modules are available online through L&T's Moodle platform. Participants are awarded with a **Navitas Digital Badge** on successful completion of a module. Further professional development includes the Navitas Advance HE Fellowship Support Program, facilitated workshops, tailored sessions for individual colleges, and a range of communities of practice.

Visit the **Learning and Teaching website** to find out more about TEN, along with other learning and teaching initiatives, projects and events from the Navitas L&T community. You may wish to subscribe to the Learning and Teaching monthly newsletter to stay up-to-date, or contact us directly to share your own good practice experience or research – learningandteaching@navitas.com.

Student Recruitment

Our Global Sales and Marketing division manages the recruitment of students via several channels; primarily our Inside Sales Team and Education Agents, but also through direct enrolments and international high schools.

INSIDE SALES TEAM

The Inside Sales Team plays a vital role in the student recruitment journey. Located in Singapore, China, Vietnam, India, UAE, Germany and Nigeria, teams benefit from their proximity to our students, providing support from lead through to enrolment across all divisions.

Student Recruitment Advisors and Lead Qualifiers support the divisions to achieve their recruitment goals through direct and agent channels. Their primary role is to help students through the application process; from first contact to enrolment.

EDUCATION AGENTS

Education Agents are authorised representatives who promote and recruit students on behalf of Navitas. Students rely on agents to provide advice on study options, expertly matching students to the college and program of study that is right for them. Agents also provide value-adding student services, such as visa guidance and assistance with pre-departure preparation.

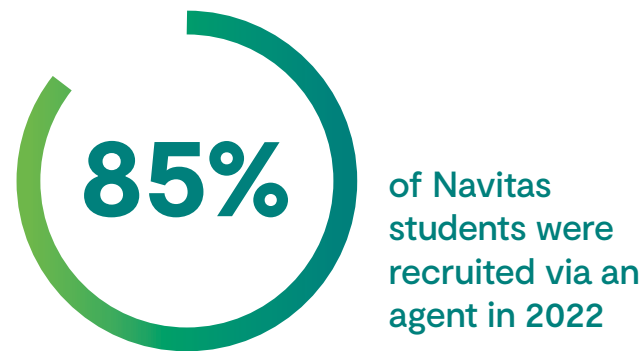
Our network of almost 2,300 education agents from 125 countries across the globe is our largest channel for student recruitment. Around 75% of our students worldwide are recruited through agents.

EMPLOYEES AND AGENTS

The importance of agents to our success cannot be underestimated. We provide outstanding service to our network of trusted agents to ensure they continue to support Navitas over our competitors. If you engage with agents in your role, please go above and beyond for them.

This short video explains the value of our agents. The accompanying PDF provides a list of standards and outlines our top ten performing agents.

[The Value of Education Agents \(PDF\)](#)



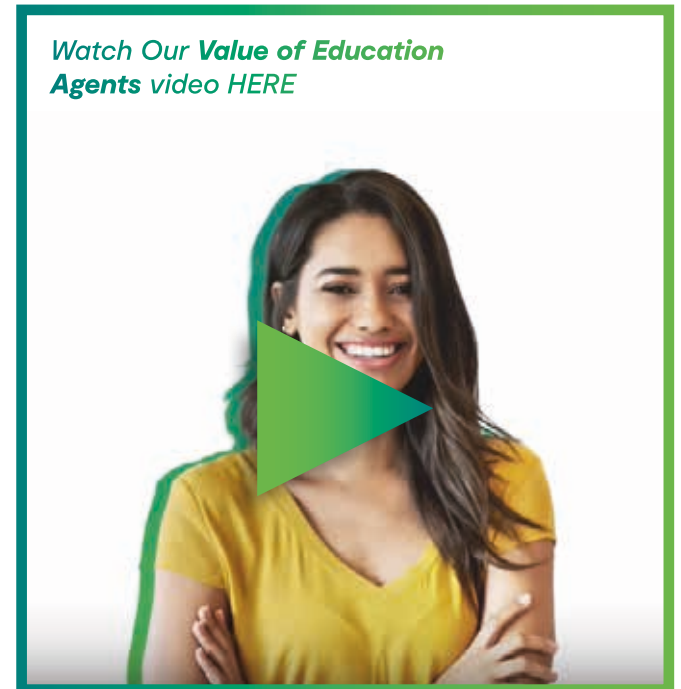
2300

Agents from more than 4,900 branch offices across 125 countries partner with Navitas

2500+

Students recruited by our Top 19 Agents

[Watch Our Value of Education Agents video HERE](#)



The way we communicate

Clear, consistent communication with our employees is an essential part of how we do business. We are committed to ensuring you have all the information you need via our comprehensive and varied channels.

NAVITAS INTRANET

Your first point of reference, the Navitas intranet provides news, updates and events relating to the organisation. It is also where you will find links to Navitas systems, resources and our employee directory. Take some time to explore all the content.

BRAND CENTRAL

Accessed via the intranet, Brand Central is our repository for Navitas brand collateral. It contains visual and written guidelines, guidance on how we talk about Navitas, ICONs, logos and templates.

MICROSOFT TEAMS

We have employees all over the world. We use Microsoft Teams for team chats, document sharing and collaboration.

ZOOM

We use Zoom for virtual meetings, videoconferencing and webinars. Some of our offices have dedicated 'Zoom rooms'. It is easy to set up a Zoom meeting in your outlook calendar.

CEO UPDATES

The CEO (Scott Jones) communicates with all employees on a monthly basis via short, monthly video or written updates. These contain reflections on key events both within and outside the organisation.

YAMMER

Yammer is a social networking service available to all Navitas staff. It's used by many employees to discuss various aspects of work life, share information and stay connected. If you'd like to join the conversation, simply login to Yammer with your Navitas credentials.

ENEWS WEEKLY ROUNDUP

Our short, sharp weekly newsletter delivered to your inbox every Friday with a roundup of the week's top stories.

NAVITAS INSIGHTS

Navitas Insights taps into the knowledge of leaders from across our organisation to share intelligence on the major strategies, current trends and developments impacting the global higher education sector. If you'd like to receive Navitas Insights, you can [SUBSCRIBE HERE](#).

SOCIAL MEDIA

You can follow our social media activity on LinkedIn, Facebook and Twitter, and we encourage you to like and share posts. Many colleges also have their own social media presence.

CONTINUOUS DISCLOSURE AND MEDIA POLICIES

Navitas has a number of policies regarding interaction with the media, social media and the importance of timely and balanced disclosure of all material matters concerning the organisation. These policies can be found in Policy HUB.

If you have any questions around either internal or external communications at Navitas, please email: mediaandcomms@navitas.com



GREEN APPLE – THE NAVITAS EMAGAZINE FOR TEACHERS

GREEN APPLE is our eMagazine especially for our teacher community. Filled with content written by our teachers for our teachers, it is a celebration of the incredible knowledge of our educators via an easily readable eMagazine format.

Our systems

INFORMATION SECURITY

We take the protection of data seriously and our dedicated Information Security function ensures the strongest possible defence against unauthorised use of electronically stored information. We also provide Information Security Awareness training that is mandatory for all staff. Visit the Information Security page on the intranet for more.



Navitas privacy and data protection has a specific email address: privacy@navitas.com. Use this email to contact the data protection team.

PRODUCTIVITY (OFFICE 365)

The collaborative suite we use for emails, calendars and file sharing. Access your email, calendar and documents saved on OneDrive or SharePoint from any device with your navitas.com email account.

NOTE: SAE uses Google business tools, and most staff are not on Office 365.

HR & PAYROLL (ICHRIS) (AUSTRALASIA)

ICHRIS is our HR information system for people management and payroll activity. Use to view your employment information (including position, salary information and pay slips) and apply for leave.

POLICIES (POLICY HUB)

Policy HUB is our controlled document management system (CDMS) – the home of all Navitas policies and related documents. All our employees and representatives of our colleges must abide by our policies and apply quality standards to their work responsibilities. Policies can be found via the search function within Policy HUB.

Please talk to your HR Business Partner if you need help determining which policies apply specifically to your work.

DIGITAL EXPERIENCES (ADOBE AEM)

New college websites are currently being implemented on Adobe AEM through the Adobe Rollout project.

DIGITAL NURTURING & MARKETING AUTOMATION (ADOBE MARKETO)

Our Global Sales & Marketing teams use Marketo for automated campaign messages to potential students. Marketo is currently being setup through the Adobe Rollout project.

SALES NURTURING & CONVERSION (SALESFORCE CRM)

Our inside sales, admissions and Global Sales and Marketing teams use Salesforce CRM to track and manage interactions with potential students through the recruitment process.

AGENT & PARTNER MANAGEMENT (SALESFORCE CRM)

Salesforce CRM is also used by our Global Sales and Marketing teams to manage partner relationships.

CONSENT MANAGEMENT (ONETRUST)

Allows potential students to manage their privacy preferences through the recruitment process, and in turn, determines the channels we are able to use communicate with students. Implementation is through the StudyLink and Adobe Rollout projects.

ADMISSIONS – APPLICATION/OFFER (STUDYLINK)

Used by agents, students and our colleges to apply and manage application and admissions processes.

STUDENT MANAGEMENT (NAVIGATE, MAZE)

Used by Colleges, these systems handle student records management including enrolment, academic results, and financial management while they study with Navitas. Axis extends Navigate to provide student-facing user access.

LEARNING MANAGEMENT (MOODLE)

Used across our colleges to deliver course material and manage education outcomes.

FINANCIAL MANAGEMENT (ORACLE)

Oracle is the corporate finance system we use to manage, plan and control our financial transactions and reporting.

ENTERPRISE REPORTING (DATA.NAVITAS.COM/EVIDENCE)

Our data platform provides us with data warehousing, master data management, enterprise reporting and advanced analytics by drawing together data directly from relevant source systems across our pipeline.

NEED HELP WITH ANY OF OUR SYSTEMS?
EMAIL.SERVICE.DESK@NAVITAS.COM.

People and culture

We are proud of the culture we have developed at Navitas – one that is driven by our values. We recognise that our various colleges and institutions have their own cultures and ways of doing things. As an organisation, we celebrate our diversity as well as the passion that unites us.

DIVERSITY, EQUITY AND INCLUSION

Diversity, Equity and Inclusion are the principles guiding us to build a culture that encourages, supports, and celebrates the voices of all our employees. We know strength comes from encompassing different perspectives and prioritising inclusivity across every part of our business.

Watch Our
Navitas Who we
are video [HERE](#)



WELLNESS, HEALTH AND SAFETY (WHS)

We are committed to promoting wellness throughout the organisation and ensuring the health and safety of everyone who works, learns or visits with us.

You will learn about your local WHS programs, including emergency procedures, security requirements, incident reporting and hazard notifications as part of your local induction.

OUR RECONCILIATION JOURNEY

As an organisation, we are privileged to work in many parts of the world with rich First Nations cultures including Australia, Canada and New Zealand.

We are proud of the positive relationships we are building with local Indigenous communities to develop awareness of their histories and cultures, embed them into our curricula and programs, and build meaningful connections based on rights, respect and partnership.



Read our Reconciliation
Action Plan

EMPLOYEE ASSISTANCE PROGRAM (EAP)

EAP is a voluntary and confidential counselling service, free of charge for Navitas employees and their immediate families.

Our EAP provider LifeWorks, has a global network of expert counsellors to support mental wellbeing and provide help when it is needed.

Please visit the [EAP page](#) of the intranet to learn more.



“The last six plus years with Navitas have been incredible working alongside some of the most brilliant, honest and driven people I know. The conducive work environment and challenging nature of work, along with supportive colleagues and encouraging leaders, has proved to be a good recipe for personal growth.”

Shweta Pimplikar
Senior Student Recruitment Manager
University Partnerships Europe
India



“Every day at Navitas brings with it an array of both predictable and unpredictable moments. New challenges keep me on my toes, all the while working closely with so many different colleges, locations and people globally is very inspirational.”

Ollie Barrett
Divisional Marketing Coordinator
University Partnerships Europe
Germany, UK



“Navitas has a global reach that transcends so many nations, peoples and cultures. This in turn is reflected in the company culture, values and ethos.”

Labib Abraham
International Marketing Manager
Griffith College
Singapore, Australia

Navitas in the community

Our Environmental, Social and Governance (ESG) strategy focusses on our communities, people, environment and students. It reflects the positive impact that individual Navitas business units have had within their communities for many years.

We believe in developing awareness of the role each of us plays in contributing to a cleaner, kinder future. Our sustainability and community initiatives are underpinned by the knowledge that having a sense of belonging contributes to the desire to be involved in something of benefit to others and the environment.

THE NAVITAS EDUCATION TRUST (NET)

Our purpose of transforming lives through education extends beyond the experiences we offer to our students. The Navitas Education Trust (NET) provides support to development organisations with an education focus to bring about change where it is most needed.

Since 2013, Navitas has contributed annual funds to the NET, assisting numerous world-wide education-based projects. These projects, in turn, have helped many people gain better access to education, improved the quality of offerings, and contributed to teacher training and infrastructure.

You can learn more about our NET partners on the [Navitas in the Community](#) page of the intranet.

SUSTAINABILITY

At Navitas, we encourage and assist our staff to develop their knowledge about sustainability measures they themselves can take, as well as the actions of the organisation as a whole, and those of divisions, colleges and campuses.

Our sustainability initiatives aim to generate awareness of environmental issues and provide simple options for reducing our harm on the planet.

VOLUNTEERING

At Navitas, we aim to help enhance our employees' sense of community and belonging. We have a generous Volunteer Leave Policy that allows all permanent members of staff (both in and outside Australia) two days of leave per year (pro-rata) to contribute their time to projects in their local communities and beyond.

[READ OUR IMPACT REPORT HERE.](#)



The total amount provided in grants in FY22 was

AUD320,000

Better access to education and resources for **350 children** in remote communities

Improved education outcomes for **520 children** from disadvantaged communities

The final word

If you are a new employee, **welcome to Navitas**. Alongside this guide, your manager is there to help you settle in to your new role.

For both new and existing employees, we hope this guide provides the information you need to understand how our organisation works and the Navitas big picture.

We wish you all the best on your Navitas journey.

