

Education Agent Application Form

About this Form

Thank you for your interest in becoming an education agent with Australian Federation College.

If you require any assistance in completing this form, please contact us by phone or email. Please ensure you include the details of two referees who can support your application.

Once we have assessed your application, we will be in touch with you in writing regarding the outcome of the application. If the application is approved, we will send you an agreement in writing for signing and you will need to participate in an induction with us thereafter.

You can send this completed form back to us by post or email at marketing@afcollege.edu.au.

1. Company Profile:

- a) Legal Name (if applies):.....
- b) Trading Name (if applies):.....
- c) ACN/ABN Number:.....
- d) Registered for GST?: Yes No
- e) Address:.....
.....
- f) Contact Number:.....
- g) Contact Email:.....
- h) Name of Chief Executive Officer/Owner:.....
- i) Number of staff: ...
- j) Details of key staff members and/or consultants:
 - i.
 - ii.
 - iii.
- k) Number of years company in existence:
- l) Services provided by company:

Education Agent Application Form

i.

ii.

iii.

m) Location and details of offshore offices, if any:

i.

ii.

iii.

n) Location and details of sub-contractors, if any:

i.

ii.

iii.

o) Location and details of offshore partners, if any:

i.

ii.

iii.

2. Company Registration Details (including registration numbers and country of registration):

i.

ii.

iii.

3. Details of Past and Present Experience with Recruiting Students:

a) For Australian Sectors (VET/University)	Number of students recruited
b) For all other education sectors	Number of students recruited

4. Familiarity with the Australian Education Industry:

- a) Have you read and understood the ESOS Act 2000? Yes No
If "no", do you intend to familiarise yourself with it? Yes No

- b) Have you read and understood the National Code 2018? Yes No
If "no", do you intend to familiarise yourself with it? Yes No

5. Your Personal Experience Within the Followings:

a) Education industry generally:

.....

.....

.....

.....

.....

b) Any other major business areas, if any:

.....

.....

.....

.....

.....

6. Details of Markets from Which you Recruit:

a) Current geographical area/s:

Geographical area	Characteristics of this geographical area

[Large empty light blue rectangular area for application details]

b) Details of any potential areas from which you would like to recruit:

.....
.....

7. Names of any Professional Organisations of Which you are a Member:

- a)
- b)
- c)

8. Outline of Services to be Provided to Australian Federation College:

.....
.....
.....
.....

9. Referee Details:

- a) Company Name:
- Contact Person Name:
- Contact Person Position:
- Phone:
- Email:

b) Company Name:

Contact Person Name:

Contact Person Position:

Phone:

Email:

10. Privacy Notice:

RTO is required to collect education agents' personal information. This may be shared with the Australian Government as required for the purposes of:

- promoting compliance with the ESOS Act and the National Code;
- assisting with the regulation of Agents;
- promoting compliance with the conditions of a particular student visa or visas, or of student visas generally; or
- facilitating the monitoring and control of immigration.

Information about education agents can also be accessed by all registered providers through PRISMS and includes:

- the outcome of the enrolments
- the percentage of completed CoEs by the education agent
- the number of CoEs created with the education agent's involvement against the total number of CoEs created for the provider.

11. Education Agent Declaration:

- I declare that the information provided is true and correct.
- I agree to the collection, use and disclosure of my personal information as per the Privacy Notice.
- I understand my responsibilities as an education agent under the National Code 2018 Standard 4 and have a good understanding of the international education system in Australia, including the International Education and Training Code of Ethics.

.....

./ ./

Signature of Chief Executive Officer/ Owner

Date

.....

Owner/ Chief Executive Officer 's Name (please print)

Application Checklist

Please check that you have:

- Attached copy of business registration certificate
- Brief organisational profile
- Certificate of registration with MARA; if available
- Any other documents in support of your application, where relevant

<i>Office Use Only</i>		
Application Outcome	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Decision Reasons		
Signature of Assessing Officer		
Name of Assessing Officer		
Position		
Date		

