



Education Agent Application Form

Company Details and Background
Company / Business Name:
Trading name (if different from Company name)
Company/ Business Registration Number:
Years Established:
Name of Director/ CEO:
Town and Country of Company/ Business Registration:
Business Address
Phone:
Email:
Website:
Please describe your business activities
Number of staff:
Number of International offices:
Locations of International Offices:
Director and Employee Details



Person 1

Name:

Position:

Qualifications and previous experience:

Membership of education agent professional bodies:

Person 2

Name:

Position:

Qualifications and previous experience:

Membership of education agent professional bodies:

Person 3

Name:

Position:



Qualifications and previous experience:

Membership of education agent professional bodies:

Potential Markets and Services to be Provided



What are your target markets?

What marketing strategies will you use to promote our courses?

Please outline any support services that you offer prospective students.

Do you charge students any fees for your service? If YES, please provide details of the services and relevant fee for each.

Agency Performance and Compliance

How many Australian education institutions are you currently representing?

How many students have you referred to Australian educational institutions in the past 2 years?

Please briefly outline how you and your organisation will fulfil your responsibilities as an education agent as required by the National Code 2017. Please attach additional information such as company flyers etc. if required.

Have you or any of your staff completed the Education Agents Training Course (EATC) available through www.pieronline.org?

Yes No

If YES, please list who has completed the course.

Do you have a comprehensive understanding of the requirements of the ESOS Act and National Code?

Yes No

Do you regularly monitor the Department of Home Affairs website <https://www.homeaffairs.gov.au/> and the Department of Education

Yes No

Are you willing to comply with the requirements of Vocational Careers Institute regarding advertising, course materials and application procedures, and provide accurate information to students?

Yes No

Are you prepared to use the marketing materials provided by Vocational Careers Institute to promote our courses?

Yes No

Additional Information

Please provide any other information that you think will support your application.

References



Please provide details of at least 3 Australian educational institutes that we can contact for a reference.

Institution 1

Name of Institution

Contact Person

Position

Phone Number

Email Address

Institution 2

Name of Institution

Contact Person

Position

Phone Number

Email Address

Institution 3

Name of Institution

Contact Person

Position

Phone Number

Email Address

Declaration

In signing this agreement, you declare that

- ◆ You have read and understood the extract from the ESOS Act 2000 Obligations of Agents.
- ◆ The answers and details provided in this application are true, accurate and complete.
- ◆ Vocational Careers Institute is authorised to contact the referees listed to collect information about my conduct and services.
- ◆ You acknowledge and agree to the privacy statement provided below.

Privacy Statement: All information collected, used or disclosed by Vocational Careers Institute is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Vocational Careers Institute policy is outlined in the Information Privacy Policy available from our website. Information about Agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.

Signature:

Date: / /

Printed Name:



Please return this form along with supporting documents to Vocational Careers Institute at the below address.

Supporting Documents
<ul style="list-style-type: none">• Proof of Business Registration from your country• ABN/CAN details if business is registered in Australia• Proof of any professional recognition• Proof of Qualified Education Agent Counsellor Certificate if you have completed PIER (Professional International Education Resources), an online Education Agent Training Course (EATC)