



EDUCATION AGENT APPLICATION FORM

Please complete this form in Block Letters and attach your company profile and any other you consider important to this application.

Company Details			
Company Name /Legal Name			
Trading Name			
Type of Legal Entity (if any)	<input type="radio"/> Sole Trader <input type="radio"/> Pty Ltd Company <input type="radio"/> Ltd Company <input type="radio"/> Trust Partnership <input type="radio"/> Other: _____		
Business Address		State/ Province	
		Postcode	
Business Phone			
Website			
Skype (required for interview)			
Email			
Contact Officers			
Company Director / Principal			
Position			
Mobile		Email	
Qualifications & Previous Experience			
Alternative Representative			
Position			
Mobile		Email	
Qualifications & Previous Experience			
Company Background			
Business Registration (ABN) No. / or Overseas Entity Registration number	<i>(If agent located in Australia require ABN; if located offshore provide evidence of local business registration requirements)</i>		
Details of registering country and authority			
Key Business Activities (List)			
Years as an education agent			
Number of staff			
Do you have a representative in Australia? If yes, give details			
Associations/ affiliations with other relevant institutions (List)			
China Approval	Is your agency on the Chinese list of approved Agents by the Ministry of Education or under an approved agreement? Y / N		



EDUCATION AGENT APPLICATION FORM

Marketing	
What are your major target markets? Please describe any strengths you have in these regions & justify your answer.	
Describe the characteristics of your target market (age, educational background, income etc.)	
What marketing strategy do you use to effectively market your region/s?	
Performance	
Number of students sent to Australia over the last 4 years	
Main area(s) of study	ELICOS <input type="checkbox"/> Vocational <input type="checkbox"/> University <input type="checkbox"/>
Service Fees and Charges	
What services / support do you offer/provide students.	
What fees (if any) do you charge students?	
Compliance (please tick YES or NO)	
Have any of your staff completed the Education Agent Training Course which is available on www.pieronline.org ? Y <input type="checkbox"/> N <input type="checkbox"/> If YES, how many? _____	
Do you have the knowledge & a good understanding of the requirements of the Education Services for Overseas Students ESOS Act 2000 and National Code (2018) as an Education Agent? Y <input type="checkbox"/> N <input type="checkbox"/> Please list the main responsibilities of Education Agents under the National Code. How will you comply with these obligations?	
Do you understand that students coming to Australia on a student visa must have a primary purpose to study & must study full time? Y <input type="checkbox"/> N <input type="checkbox"/>	
Do you regularly monitor the Dept of Home Affairs (DHA) website www.homeaffairs.gov.au ? Y <input type="checkbox"/> N <input type="checkbox"/>	
Do you regularly monitor the Dept Of Education website www.education.gov.au ? Y <input type="checkbox"/> N <input type="checkbox"/>	
Are you prepared to comply with ASG's requirements for advertising, course materials & application procedures & provide accurate information to students? Y <input type="checkbox"/> N <input type="checkbox"/>	
Are you prepared to comply with ASG's compliance monitoring activities? Y <input type="checkbox"/> N <input type="checkbox"/>	



EDUCATION AGENT APPLICATION FORM

Referee 1			
Educational Referees			
Name			
Position			
Institution			
Address			
Phone		Email	
Referee 2			
Name			
Position			
Institution			
Address			
Phone		Email	
Conflict of Interest			
<p>ASG must ensure that our Education Agents act ethically, honestly and in the best interest of the student. You are required to declare any Conflicts of Interest, this includes for your organisation, owners and any staff working directly with students (Ref: National Code 2018, Standard 4.3)</p> <p>Examples of conflict of interest (as provided in the Department of Education National Code Fact Sheet) include but are not limited to:</p> <ul style="list-style-type: none">• When the education agent charges service fees to both overseas students and the registered training provider for the same service;• Where an education agent has a financial interest in a private registered training provider;• Where an employee of an education agent has a personal relationship with an employee of the education provider. <p>Have you identified any conflicts of interest within your organisation? YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>If yes, please provide details below including the names of each person identified and the applicable Conflict of Interest</p>			

Declaration

I confirm that the information provided is true and accurate and I authorise Australian Skills Group to approach referees to collect verification information, where required. I am interested in representing you as an educational representative and I agree to do so in an honest, professional & ethical manner. I agree to:

- Regularly monitor policies and changes to the policies and regulations as reported on the DHA website.
- Act in accordance with the Australian International Education and Training Agent Code of Ethics
- I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018) and agree to adhere to the relevant Standards.

Name: _____

Position: _____

Signature: _____

Date: _____



EDUCATION AGENT APPLICATION FORM

EDUCATION AGENT APPLICATION GUIDELINES

Before Applying:

Before making an application you should access the following information, read and understand it:

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- The Australian International Education and Training Agent Code of Ethics (ACE)
- ASG website www.asg.edu.au

It is also recommended that you visit:

- www.dha.gov.au
- www.education.gov.au

Application Process:

If you decide to apply to become an Australian Skills group Education Agent you have to:

- Complete the Education Agent Application Form by answering ALL questions
- Provide contact details of two (2) Educational Referees
- Provide proof of Qualified Education Agent Counsellor Certificate - PIER (Professional International Education Resources), an online Education Agent training Course (EATC)
- Provide proof of business registration from your country
- Be prepared to undertake a Skype interview

All of the above MUST be in English or translated into English from a notary office in your country. Please send certified copies only as the application documents CANNOT be returned.

Send your completed application by post to:

- Australian Skills Group, PO BOX 7244, Brendale, QLD 4500

Or by email to:

- international@asg.edu.au

Assessment of Application:

The standard processing time for an application is 7-10 days from the receipt of a completed application. If you do not provide all of the information required your application may be delayed.

If your application is approved we will:

- Send you the Education Agent Agreement for your signature
- Request the signed Agreement to be sent back for processing
- Once the signed Agreement is returned, a Certificate of Representation will be forwarded to you as evidence of registration

ASG OFFICE CHECKLIST

- ☐ All questions answered
- ☐ Check that a referee from the industry has been provided (if available)
- ☐ Proof of business registration provided
- ☐ Supporting documents are certified copies
- ☐ Understand ESOS requirements
- ☐ Signature provided

☐ Approved ☐ Not Approved Date: _____ Authorising Officer: _____