EDUCATION AGENT APPLICATION FORM

SKILLS® AUSTRALIA INSTITUTE
DREAM | SEEK | ACHIEVE
www.skillsaustralia.edu.au

BUSINESS DETAILS

Business name

Trading Name (If Any)

Type of Legal Entity: ☐ Sole Trader ☐ Pty Ltd Company ☐ Ltd Company ☐ Trust ☐ Partnership ☐ Other:

Year of Establishment | Number of Years of Existence

If Registered in Australia, ABN | ACN (If Any)

If Registered Offshore, Overseas Entity Registration Number

REGISTERED HEAD OFFICE ADDRESS

Contact Person

Street Address | City/Suburb

State | Country | Postcode

Telephone | Mobile

Email

Website

BRANCH ADDRESS (If Any)

Contact Person

Street Address | City/Suburb

State | Country | Postcode

Telephone | Mobile

Email | Fax

Please attach translated and certified copies of your business registration certificate(s), your company profile and any other information you consider to be of importance to this application

STAFF BACKGROUND

Name of Registered Owner/ Director | Years of Experience

Qualification & Previous Experience

Name of Chief Executive (if different) | Years of Experience

Qualification & Previous Experience

Total number of Counsellors | Total number of Admin Staff

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STAFF BACKGROUND *(continued)*

Have any of these staff studied or worked in Australia? ☐ Yes ☐ No

If Yes, please provide details

Have you or any of your counselors ever visited Australia? ☐ Yes ☐ No

If Yes, please list which cities

PERFORMANCE

How many students have you referred to education institutions in Australia since 2017?

High School/ELICOS: Vocational course: Undergraduate: Masters/Postgrad:

BUSINESS BACKGROUND

Is your office involved with any other business? ☐ Yes ☐ No

If yes, please outline the relationships

How many international students do you recruit for study each year?

To which countries do you send most students for study?

Which Australian schools or institutions do you represent?

Do you use sub-agents or other people not employed directly by you to perform student recruitment activities?
☐ Yes ☐ No

If yes, do you ensure such sub-agents and or individuals are aware of and comply with recruitment agent obligations under the ESOS Act? ☐ Yes ☐ No

Which services do you provide to students? (Please tick the appropriate boxes)
☐ Student counseling ☐ Follow up with parents ☐ Collecting fees ☐ English testing
☐ Pre-departure briefing ☐ Visa application ☐ Home stay/guardianship ☐ Other

COMPLIANCE

Have you undertaken the Pieronline Qualified Education Agent Training Course? ☐ Yes ☐ No
If No, are you prepared to? ☐ Yes ☐ No

Do you regularly monitor the Department of Home Affairs (DHA) website www.homeaffairs.gov.au and the Department of Education website www.education.gov.au? ☐ Yes ☐ No

Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students ESOS Act (2000) and National Code (2018) as an Education Agent? ☐ Yes ☐ No

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 of studying and must study full time? ☐ Yes ☐ No

Do you understand that you must not make any guarantees about achieving residential status in Australia, and that you can refer students to the DHA for further information on this issue? ☐ Yes ☐ No

Are you prepared to comply with the requirements of Skills Australia Institute regarding advertising, course materials and application procedures, and provide accurate information to students? ☐ Yes ☐ No

Are you prepared to use material supplied by Skills Australia Institute to promote our courses? ☐ Yes ☐ No

Excellent Accounts Pty Ltd
Trading as **Skills Australia Institute**
RTO Number 52010 | CRICOS Code 03548F
ABN 78 126 274 682

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Adelaide: Level 1 East Grenfell Street, Adelaide SA 5000

Perth: +61 8 6148 1300
Adelaide: +61 8 8120 4186
info@skillsaustralia.edu.au
www.skillsaustralia.edu.au

CONFLICT OF INTEREST

Skills Australia Institute must ensure that our Education Agents act ethically, honestly and in the best interest of the student. Therefore 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 4.3.1.

Examples of conflict of interest*:

- When the agents charges services fees to both overseas students and registered training providers for the same service;
- where an education agent has a financial interest in a private education provider; or
- where an employee of an education agent has a personal relationship with an employee of the education provider.

*As provided in the Department of Education National Code Fact Sheets

Have you identified any conflicts of interest within your organisation? ☐ YES ☐ NO

If yes provide details below including the names of each individual identified and the applicable Conflict of Interest:

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DESCRIPTION OF POTENTIAL MARKETS

Which are your major target markets? Please describe any strengths you have in these regions to justify your answer

Please describe the characteristics of your potential market *(age, income, educational background, University networks, etc)*

What do you believe is the most effective marketing strategy to employ in your particular region or market?

What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?

STUDENT SERVICES

Please mention the support facilities you offer students and potential candidates

Do you charge any service fees? ☐ Yes ☐ No

If Yes, please give details of how much you charge and for what service.

ACADEMIC REFEREES

Please indicate two referees from Australian educational institutions we can contact where you have enrolled students or with whom you have an agreement to supply students.

REFEREE 1

Name

Institute

Address

Phone

Email

REFEREE 2

Name

Institute

Address

Phone

Email

DECLARATION

I confirm that the information provided are true and accurate to the best of my knowledge and I authorise Skills Australia Institute to approach referees to collect any information/details as you may request from time to time.

Signature

Date

Name of Person

Position

PLEASE COMPLETE THIS FORM AND SEND IT TO
Email: agent@skillsaustralia.edu.au
Web: www.skillsaustralia.edu.au

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