

Welcome

Thank you for your interest in becoming our agent that provides services for recruitment of prospective international/ domestic students.

Before applying, you should be familiar with the following:

1. Education Services for Overseas Students Act 2000
2. The National Code 2018
3. The ELICOS Standards 2018
4. Standard for RTOs 2015
5. Australian International Education and Training Agent Code of Ethics
6. VET Assess Australia website.

You can find useful information from the following links:

- The Australian Government Department of Home Affairs website <https://www.homeaffairs.gov.au>
- The Australian Government Department of Education website <https://www.education.gov.au/esos-framework>
- The Australian Skills Quality Authority website <https://www.asqa.gov.au>

How to apply:

1. Please complete this form.
2. Provide a certified copy of business registration, Migration Agent Registration (if applicable) and other documents required in the application.
3. Send the application form and supporting documents to our VET Assess Australia by email. Our college's details are as follows:

VET Assess Australia
Level 1, 8 Anderson Street,
Port Melbourne VICTORIA 3207
Australia
Phone: 1300 747 430
Email: info@vaa.edu.au

4. All the above information must be in English or translated into English by an authorised translator/ a notary office or Justice of the Peace in your country.
5. Please keep a copy of this application for your reference.

Contact Details:

Please ensure that your business contact details with us are always updated when there are any changes.

Once you are appointed as our agent, we will inform the ASQA (Australian Skills Quality Authority) that we have a third-party agreement with your business and we will disclose your contact details on our website.

AGENT DETAILS

Primary Contact

Title*: _____

First Name*: _____

Family Name*: _____

Agent Legal Identity Name*: _____

Address of Principal Place of Business:

Address*: _____

Suburb*: _____

State/Province/Region*: _____

Post Code*: _____

Country*: _____

Address of Registered Office*:(If the agent is a body corporate)

Postal Address:(If different from the address of principal place of business or registered office)

Phone Number*: _____

Email Address*: _____

Website Address:(if any) _____

ABN:(If any) _____

ACN:(If any) _____

Trading Name(s):(If any) _____

Director Name(s):(If the agent is a body corporate) _____

Migration Agents Registration Number:(If the agent is a registered migration agent)

Name of Agent's Staff involved in recruiting students*:

COMPANY EXPERIENCE AS AN EDUCATIONAL AGENT

Operating more than 2 years*:

- ☐ Yes
☐ No

Migration Agent*:

- ☐ Yes
☐ No

Do you refer students to any other Colleges or Universities in Australia?*

- ☐ Yes
☐ No

Note – VET Assess Australia may contact the above providers and contact person for reference purposes only.

DESCRIPTION OF POTENTIAL MARKET

From which countries will your potential markets come? Please describe your strengths in these markets*.

Please describe the characteristics of your potential markets (age, income, educational background, etc.) Please use additional sheets, if needed*.

SERVICES OFFERED

Please outline the support services you can offer to students

What do you believe are the most effective marketing strategies for the potential markets?*

Please use the space provided below to include any other information you consider to be of importance to this application

SUPPORTING DOCUMENTATION

I am providing the following information in support of this application*:

- ☐ Business Registration Certificate
- ☐ Accountants or Lawyers References
- ☐ Character References
- ☐ Other

Supporting documents

Please Attach Supporting Documents

Privacy Statement

The information collected in this form is for the purpose of processing your application with VET Assess Australia. The information will be held by the organisation in accordance with its Privacy Policy and Procedures and may be accessed and used by people employed/ engaged by the VET Assess Australia.

The information may be made available to government departments and agencies including the Australian Skills Quality Authority (ASQA) in relation to the College's obligations under law including the Education Services to Overseas Students (ESOS) Act 2000 (Cth) and the National Code 2018.

For more information in relation to how agents' information may be used or disclosed please access VET Assess Australia's Privacy Policy at:

<https://www.shortcoursesau.edu.au/about-us/privacy-policy>

Declaration

I declare that the information provided by me in this Application Form, is correct

Applicant Signature*

Applicant Full Name*: _____

Date: _____