



## Application to become an approved Education Agent for VET student recruitment (local and international)

Agent Name:

I/We are applying to be appointed as an approved Education Agent with the following Registered Training Organisation/s:

Australian Technical and Management College (ATMC)

Sheila Baxter Training Centre (Baxter Institute)

Both ATMC/Baxter Institute

### Application

Thank you for considering Australian Technical and Management College Pty Ltd as trustee for Australian Technical and Management College Trust trading as Australian Technical and Management College (ATMC) and/or Sheila Baxter Training Centre Pty Ltd trading as Baxter Institute as a business partner. To become an approved ATMC/Baxter Institute Education Agent, please:

- Complete all questions in this application form
- Provide proof of business registration from your company e.g. a certified copy of your business registration
- Send the Application form and supporting documents to the following address by post or email:
- All of the above information must be in English or translated into English from a notary office of Justice of the Peace in your country
- Please send the certified copies only as ATMC/Baxter Institute will retain all documents submitted with this application
- Remember to keep a copy of this application for your files

### Agent Obligations

Before making an application, you should be familiar with the following:

- *Education Services for Overseas Students Act 2000*
- *National Vocational Education and Training Regulator Act 2011 (the Act)*
- *National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)*
- *Standards for Registered Training Organisations (RTOs) 2015*
- *Student Identifiers Act 2014*
- *The Migration Act 1958*
- *The Migration Regulations 1994*

It is also recommended that you visit:

- The Australian Government Department of Home Affairs website: <http://www.homeaffairs.gov.au/>

- The Australian Government Department of Education and Training website: <https://www.education.gov.au>
- The Australian Government of Education and Training, International Education website: <https://www.australia.gov.au/information-and-services/education-and-training/international-students>

## Ongoing Communication

ATMC/Baxter Institute is required to keep your contact details on our database. This information is used to advise receipt of your application and provide required information relating to your business and suitability to become an approved Education Agent with ATMC/Baxter Institute. If you are successful in becoming an approved ATMC/Baxter Institute Education Agent, your organisation details will be listed on ATMC/Baxter Institute's website in accordance with the ESOS Amendment Act (new subsection 21A) and the Standards for RTOs 2015.

## Change of Contact Details

- Please keep your business contact details updated at all times.
- ATMC/Baxter Institute cannot be responsible for any delays caused by business contact changed without proper notification.

## ATMC/Baxter Institute Approved Education Agent Application Form

### 1. COMPANY BACKGROUND (PRINT ONLY)

Company name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Phone \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website URL: \_\_\_\_\_

Company Registration Name: \_\_\_\_\_

Australian Company Number: \_\_\_\_\_

Australian Business Number (ABN): \_\_\_\_\_

NB. Please attach full details of the company's registration in the relevant country, state(s) or province(s), and (if relevant) in Australia. All Australian Technical and Management College Agents MUST be legally registered with the relevant authorities to operate in the locations concerned.

#### Are applications handled by:

	Yes	No
Head office	<input type="checkbox"/>	<input type="checkbox"/>
Branch office	<input type="checkbox"/>	<input type="checkbox"/>
Other method	<input type="checkbox"/>	<input type="checkbox"/>

If applications are administered by a branch location provide address details of the office address on an attached page.

Qualified Education Agents are international education counsellors who have completed industry-recommended training courses. The recognised courses are developed by PIER, ICEF and other government organisations and indicate each education counsellors' specialisation in student recruitment for various countries across the world.

### COMPANY EXPERIENCE AS AN EDUCATIONAL INSTITUTION REPRESENTATIVE ORGANISATION

Operating more than 2 years: Yes  No  If Yes, Give \_\_\_\_\_  
Details: \_\_\_\_\_

Migration Agent (MARA): Yes  No  If Yes, Give \_\_\_\_\_  
Details: \_\_\_\_\_

AAERI (Association of Australian Education Representative in India) Agent Yes  No  If Yes, Give \_\_\_\_\_  
Details: \_\_\_\_\_

Links with secondary schools: Yes  No  If Yes, Give \_\_\_\_\_  
Details: \_\_\_\_\_

Links with tertiary institutions: Yes  No  If Yes, Give \_\_\_\_\_  
Details: \_\_\_\_\_

Has any of your company staff completed the Education Agent Training Course listed on the <http://eatc.com/> and sat the Exam to become a QEAC (Qualified Education Agent Counsellor)?

Yes

No

If yes which staff within your organisation are approved qualified international education counsellors listed on [http://eatc.com/qualified\\_agents/index.html](http://eatc.com/qualified_agents/index.html). Please list their names and qualification number below:

Staff name: \_\_\_\_\_

Qualification number: \_\_\_\_\_

## 2. DETAILS OF KEY DIRECTORS AND EMPLOYEE/S

### Key Director/ Employee 1:

Title:  Mr.  Miss  Ms.  Mrs.  Other (Please specify)

\_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Gender:  Male  Female

Tertiary qualification(s): Yes  No  \_\_\_\_\_

Australian qualifications: Yes  No  \_\_\_\_\_

Experience as an agent: Yes  No  \_\_\_\_\_

### Key Director/ Employee 2:

Title:  Mr.  Miss  Ms.  Mrs.  Other (Please specify) \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Gender:  Male  Female

Tertiary qualification(s): Yes  No  \_\_\_\_\_

Australian qualifications: Yes  No  \_\_\_\_\_

Experience as an agent: Yes  No  \_\_\_\_\_

### 3. KEY AREAS AND MAJOR CITIES WHERE YOU PARTICIPATE AS EDUCATION AGENTS

Addresses of the company's other offices (if applicable)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

### 4. DESCRIPTION OF POTENTIAL MARKET

From which geographical area will your potential markets come? Please describe any strengths you have in these regions to justify your choice.

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Please describe the characteristics of your potential markets (age, income, educational background, university networks, etc) Please use separate sheets, if necessary.

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In what training field/courses have you successfully recruited students in the last 12 months?

#### Higher Education

- Business
- Management
- IT
- Other, please specify: \_\_\_\_\_

#### Vocational Education and Training

- Business
- IT
- Automotive
- Fabrication
- Childhood Education and Care
- Hair and Beauty
- Other, please specify: \_\_\_\_\_

### 5. PROPOSAL

Please outline the support services you can offer to students:

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What do you believe are the most effective marketing strategies to employ in your particular areas, regions or market?

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

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

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Please provide the name and other details of at least 2 references currently dealing with your organization from Education Sector- \*Universities / College/ Institutes/ RTOs/ Schools

\*University /College/Institute/RTO/School Representative

University /College/Institute/School/RTO Representative						
No	Name	Years of Agreement	Country of Provider	Contact Person	Phone Number with ISD codes	Email
1						
2						
3						
4						

\* For those agents who wish to promote University of Sunshine Coast (USC), please note that agent appointment may be subject to approval by USC, who will require at least one university reference from Australia.

## 6. OTHER INFORMATION

a) How many of your staff are engaged in full time education consultancy:

1-3  3-5  5-8  8+

b) How many students does your company enroll in education institution each year?

1-15  15-50  50-100  100+

c) How many students did you send to Australia last year?

1-15  15-50  50-100  100+

d) No of Visa Refusals

I) In Australia 1-10  10-20  20-30  30+

II) In Other Countries 1-10  10-20  20-30  30+

- e) Had any university terminated your agency agreement?  Yes  No
- f) Had any Registered Training Originations terminated your agency agreement?  Yes  No

## 7. SERVICES AVAILABLE TO STUDENTS

What advertising media are used to contact students? E.g. Catalogue, newspapers, radio, TV

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Which languages are used in advertising for students?

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Australian Experience

Have you visited Australia? If yes

Melbourne  Sydney

When was the date of your last visit?

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### Please Note:

ATMC/Baxter Institute may terminate the agreement at any time and with immediate effect by giving notice to the agent if the agent breached any provision of the agent agreement. It is expected that all information provided herein is true and correct. Should any information found to be false and misleading during our internal check, then your application will be rejected.

Signature: \_\_\_\_\_ Name (please print): \_\_\_\_\_ Date \_\_\_\_\_

### Company Stamp/Seal

**Please complete this form and return it by post or email:**

**Australian Technical and Management College**

470 Bourke Street

Melbourne, Victoria – 3000, Australia

Phone: + 61 3 85942243

Email: [agents@atmc.edu.au](mailto:agents@atmc.edu.au)

[agents@baxter.vic.edu.au](mailto:agents@baxter.vic.edu.au)

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Australian Technical and Management College Pty. Ltd. as trustee for Australian Technical and Management College Trust  
trading as Australian Technical and Management College  
ABN: 73 130 044 745 RTO No: 22158 CRICOS: 03013D  
Sheila Baxter Training Centre Pty Ltd t/a Baxter Institute  
ABN 51 006 374 241 RTO No: 7030 CRICOS: 02233M