

AGENT APPLICATION FORM FOR VET STUDENT RECRUITMENT

Application

Thank you for considering Sheila Baxter Training Centre Pty Ltd trading as Baxter Institute as a potential business associate. If you decide to apply to become a registered Baxter Institute agent, please:

- Complete all questions in this application form.
- Provide proof of business registration from your company such as certified copy of business registration.
- Send the Application form and supporting documents to the following address by post or e-mail:

Baxter Institute

470 Bourke Street Melbourne, Victoria – 3000, Australia
Phone: + 61 3 96500367
E-mail: agents@baxter.vic.edu.au

- 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 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.hom.eaffairs.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://internationaleducation.gov.au/Pages/default.aspx>

Ongoing Communication

Baxter Institute is required to keep your contact details on our database. This information will be used to advise receipt of your application and other administrative issues relating to your business and other business purposes. Baxter Institute will also display your contact details on the Baxter Institute website in accordance with the ESOS Amendment Act (new subsection 21A).

Change of Contact Details

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

Application Form

1. COMPANY BACKGROUND (PRINT ONLY)

Company name: _____

Business Address: _____

Phone _____ Fax: _____

E-mail: _____ Website URL: _____

COMPANY REGISTRATION: _____

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 Baxter Institute's Agents MUST be legally registered with the relevant authorities to operate in the locations concerned

Are applications handled by your: Head Office (centralised)
 Individual offices (decentralised)
 Other _____

Branch offices (attach details): Yes No _____

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. 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.

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

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:

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

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?

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

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						

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

Which languages are used in advertising for students?

Australian Experience

Have you visited Australia? If yes

Melbourne Sydney

When was the date of your last visit?

Please Note:

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:

Baxter Institute
470 Bourke Street
Melbourne, Victoria – 3000, Australia
Phone: + 61 3 96500367
E-mail: agents@baxter.vic.edu.au