

## MK269 Agent Performance Review Form

The Agent Review Form is used to review an Agent performance to decide whether to renew an expired Agreement. The form is completed by DBR staff in charge of the Agent and signed off by the Sales Team Leader and approved by Compliance Manager. This is in accordance with the P60 Agent Monitoring and Termination Procedure.

### AGENT COMPANY DETAILS

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

ABN: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Agent Agreement with:  ATMC  
 Baxter Institute  
 ATMC and Baxter Institute

Last contract date: From: DD/MM/YYYY To: DD/MM/YYYY

### PERFORMANCE REVIEW

No	Question	Answer	Comments
1.	Has the Agent breached any part of the agent's agreement between the RTO and the agent?		
2.	Has the Agent received any negative feedbacks from the students or third parties?		
3.	How many students did the Agent recruit for the for period of last contract?		
4.	How many student visa refusals for the for period of last contract?		
5.	Rate the quality and accuracy of enrolment applications submitted by the agent 1. Very good 2. Normal 3. Very poor		

**FOR OFFICE USE ONLY**

Date of completion: DD/MM/YYYY

BDR staff : \_\_\_\_\_

Signature: \_\_\_\_\_

Sales Team Leader: \_\_\_\_\_

Signature: \_\_\_\_\_

Compliance Manager:  Yes  No

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: DD/MM/YYYY