

Business name _____

Office address _____

Suburb / City _____ State / Region _____

Country _____ Postcode _____

Postal address _____

Suburb / City _____ State / Region _____

Country _____ Postcode _____

Contact name

Title (MR/MRS/MS/DR) _____

Given Name _____ Family name _____

Telephone _____ Fax _____

Email _____

Web Site _____

Please attach translated and certified copies of your business registration certificate(s).

Business background

How many years have you been in business as an educational agent? _____

Is your office involved with any other business? (If yes, please outline the relationships)

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

For ELICOS _____ For Foundation studies _____

For secondary education _____ For TAFE/RTO/University _____

To which countries do you send most students for study?

To which Australian schools or institutions do you refer students?

Which Australian schools or institutions do you represent?

Are you a member of your national association or organisation for placement of students overseas?

(If yes, which one and please provide proof of membership)

Do you use sub-agents or other people not employed directly by you to performance 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 (<http://aei.dest.gov.au/AEI/ESOS/>)? YES NO

Are you prepared to provide the details of any such sub-agents or individuals to Careers Australia if agency agreement is executed? YES NO

Which services do you provide to students? (Please tick the appropriate boxes)

- | | |
|---|---|
| <input type="checkbox"/> Student counseling | <input type="checkbox"/> Follow up with parents |
| <input type="checkbox"/> Collecting fees | <input type="checkbox"/> English testing |
| <input type="checkbox"/> Pre-departure briefing | <input type="checkbox"/> Visa application |
| <input type="checkbox"/> Home stay/guardianship | <input type="checkbox"/> Other _____ |

Staff background

How many staff do you have in your company? _____

Counselors _____ Administration Staff _____

What qualifications do they hold?

Have any of these staff studied or worked in Australia? (Please provide details)

Have you or any of your counselors ever visited Australia? (If yes, please list which cities)

Understanding of and complying with ESOS requirements

Are you prepared to regularly monitor the Australian Department of Immigration and Citizenship (DIAC) website (www.immigration.gov.au)? YES NO

Are you prepared to regularly monitor the Australian Department of Education, Employment and Workplace Relations (DEEWR) website (www.dest.gov.au/sectors/international_education)? YES NO

Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students? YES NO

Please list the main responsibilities of Agents under the National Code.

How will / do you comply with these obligations?

Do you ensure that students coming to Australia on a student visa have a primary purpose of studying and notify them that they 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 DIAC for further information on this issue? YES NO

Are you prepared to comply with all requirements of Careers Australia, with relation to advertising and course material, application procedures and providing information to students? YES NO

Are you prepared to only use material supplied by Careers Australia to describe Careers Australia and its courses? YES NO

Description of potential markets

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

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

Which subject area(s) do you believe would be of interest to prospective students in your region or area?

Proposal

Please outline the support services you can offer to students.

What do you believe is the most effective marketing strategy to apply in your particular area, 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 for the purpose of recruiting students?

Please indicate which parts of our organisation you would like to promote through your business.

- Careers Australia Institute of Training Careers Australia College of Healthcare
 Careers Australia Institute of English

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.

Name	_____	Name	_____
Institute	_____	Institute	_____
Address	_____	Address	_____
	_____		_____
Phone	_____	Phone	_____
Email	_____	Email	_____

Please outline three reasons why you would like to represent our organisation.

Please indicate how you advertise the services you offer (e.g. what medium, how often, etc).

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

Signed _____
Position _____ Date _____

Bank Details

Bank Name _____

Account Number / IBAN _____

Swift Code / BIC / Sort Code _____

Does this bank accept \$AUD payments? Yes No

If no, what currency is required for payments? _____

Street address* _____

Suburb / City _____ State / Region _____

Country _____ Postcode _____

This must be the street address of the bank branch that your account is registered with. It must **not be a Post Office Box.***Please complete this form and send it to:**

Post:	PO Box 1433 Fortitude Valley Queensland 4006 Australia
Phone:	+61 1300 887 696
Fax:	+61 1300 436 605
Email:	international@careersaustralia.edu.au
Web:	www.careersaustralia.edu.au