

Education Agent Application Form



Please complete this form and return it to marketing@aiat.edu.au with all the supporting documentation. Completion of this application will enable us to understand and appraise your agency based on the information you provide.

SECTION 1. Company or Business Details

Company Name	
Trading name (if different to Company Name)	
Company/Business Registration Number and/or Overseas Entity Registration Number	
Number of years established	
Name of Director/CEO	
City and Country of Company/Registered Business	
Company Address	
Contact Phone Number	
Email Address	
Website URL	
Social Media Page Links	
Main Business Activities	
Number of Years in Education Consultation	
Number of Staff	
Number of International Offices	
International Office Address 1	
International Office Address 2	
International Office Address 3	
List the Education Institutions and/or Universities you have represented in Australia or another country	
If you have representatives in Australia, please provide details (Company Name, Address, Company/Business Registration Number, Phone, Email address)	

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SECTION 2. Director/Principal and Employee Details

Person 1:	
Name	
Position	
Summary of qualifications and experience	
Membership of Education Agent Professional Bodies	
Person 2:	
Name	
Position	
Summary of qualifications and experience	
Membership of Education Agent Professional Bodies	
Person 3:	
Name	
Position	
Summary of qualifications and experience	
Membership of Education Agent Professional Bodies	

SECTION 3. Potential markets and services to be provided.

What are your major target markets? Describe the strengths you have in these regions.	
What effective marketing strategies will you use to promote AIAT courses?	
What support services do you offer prospective students?	
Provide details of any fees you charge students for your services	
Describe the characteristics of your potential market (age, income, educational background, University networks etc.)	

SECTION 4. Agency performance

List the Australian Education Institutions you are currently representing	
Number of students referred to Vocational courses in the past 2 years	
Number of students referred to Undergraduate courses in the past 2 years	
Number of students referred to Postgraduate courses in the past 2 years	

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SECTION 5. Compliance

List the names of your staff who have completed the Education Agents Training Course which is available on https://www.icef.com/academy/	
List the main responsibilities of Education Agents under the National Code and how you will comply with these obligations	
Do you have a comprehensive understanding of the requirements of the Education Services for Overseas Students Act 2000, the National Code 2018 and the ELICOS Standards 2018?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you regularly monitor the Department of Home Affairs (DHA) website www.homeaffairs.gov.au and the Department of Education website www.education.gov.au/international-education?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you prepared to comply with the requirements of the Australian Institute of Advanced Technologies (AIAT) regarding advertising, course materials and application procedures, and provide accurate information to students?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are you prepared to use the marketing materials provided by AIAT to promote our courses?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will you notify AIAT within 20 working days of any changes in your business operations that would affect your registration with AIAT?	<input type="checkbox"/> YES <input type="checkbox"/> NO

SECTION 6. Referees

Referee 1 (from an Educational Institute in Australia that you represent):	
Name	
Position	
Education Institution	
Email	
Phone	
Address	
Referee 2:	
Name	
Position	
Education Institution	
Email	
Phone	
Address	

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SECTION 7. Additional information

Please provide any other information that you think will support your application	
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SECTION 8. Main Contact Person

Name	
Position	
Email	
Phone	

SECTION 9. Declaration

In signing this agreement, you declare that:

- You are interested in representing the Australian Institute of Advanced Technologies (AIAT) as an Education Agent.
- The information you have provided in this application is true and accurate to the best of your knowledge.
- AIAT is authorised to approach referees to collect any information/details about your conduct and services as is needed from time to time.
- You acknowledge and agree to the privacy statement provided below.

Privacy Statement: All information collected, used, or disclosed by AIAT is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Information about agents or students may be made available to Commonwealth and State agencies if required to provide the information by law.

Signed:	Dated:
First Name	Last Name

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EDUCATION AGENT APPLICATION GUIDELINES

BEFORE APPLYING:

Before making an application, please access and read the following information:

- Education Services for Overseas Student (ESOS) Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- The Department of Home Affairs (DHA) website www.homeaffairs.gov.au
- The Department of Education website <https://www.education.gov.au/international-education>
- Australian Institute of Advanced Technologies website: www.iaat.edu.au

APPLICATION PROCESS:

- Answer all questions on the Education Agent Application Form
- Provide contact details of 2 referees.
- Provide proof of passing the PIER (Professional International Education Resources), an online Education Agent Training Course
- Provide proof of business registration from your country
- Provide proof of any academic qualifications or professional recognition
- All evidence documents must be certified copies in English or translated into English from a notary office in your country.
- Email your application with all supporting documentation to marketing@iaat.edu.au or post to:

Australian Institute of Advanced Technologies
Level 9, 50 Grenfell Street
Adelaide, South Australia, 5000.

ASSESSMENT AND OUTCOME OF YOUR APPLICATION:

- AIAT will assess your application within 20 days of receiving it.
- If your application is approved, you will be sent the Education Agent Agreement for your signature. Once this is signed and returned to AIAT, you will receive formal notification of registration as an AIAT Education Agent.