



Brisbane College of Horticulture

Campuses

Brisbane:
Unit 6/31 Black St,
MILTON QLD 4064

Cairns:
1/15 Lake Street, Cairns QLD 4870

Phone: +61 411965993 CRICOS No:03226B
Email: info@bch.edu.au RTO Code: 32032
Web: www.bch.edu.au

Education Agent Application Form

This form is to be completed by a person authorised to act on behalf of the organisation.

Please complete this form and submit via return email with all required evidence for processing to info@bch.edu.au

1. COMPANY DETAILS

Legal Name: _____

Trading Name: _____

ABN: _____

Name of CEO: _____

Place of Registration: _____

2. BUSINESS DETAILS

Business Address: _____

Phone: _____

Email: _____

Website: _____

3. BUSINESS PROFILE

Main Business Activities: _____

Years Established: _____

Number of Staff: _____

Number of Advisers/Counsellors: _____

Number of Offices: _____

Location of International Offices: _____

4. DIRECTORS AND KEY PERSONNEL DETAILS

Personnel -1 Name:

Position:

Qualifications and Previous Experience:

Membership of Education Agent Professional Bodies:

Personnel -2 Name:

Position:

Qualifications and Previous Experience

Membership of Education Agent Professional Bodies:

Personnel -3 Name:

Position:

Qualifications and Previous Experience

Membership of Education Agent Professional Bodies:

5. AGENCY PERFORMANCE DETAILS

How many Australian Educational institutions are you currently representing

Please provide details of each below.

Please list the total number of students referred to Australian Educational Institutions in the following areas in the last two (2) years.

Please list the ELICOS & ESL Courses

Please list the Vocational Courses

Please list the Undergraduate Courses

Please list the Postgraduate Courses

6. COMPLIANCE REQUIREMENTS AND DETAILS

Please provide a brief explanation regarding how you and your organization fulfil your responsibilities as agents with reference the implied responsibilities of education agents as set out in National Code 2007 Standard 4.

Have you or any of your staff completed the Education Agents Training Course (EATC) available on www.pieronline.org? Provide details

Do you have the knowledge and a good understanding of the requirements of the ESOS Act and National Code?

Yes or No

How could you provide evidence that 'Yes' you do?

Do you regularly monitor the Australian Department of Immigration and Border Protection website?

Yes or No

How could you provide evidence that 'Yes' you do?

Do you regularly monitor the Department of Education, Employment and Workplace Relations website?

Yes No

How could you provide evidence that 'Yes' you do?

Are you willing to comply with the requirements of the College regarding advertising? Yes No

Are you willing to comply with the requirements of the College regarding course materials and application procedures, and provide accurate information to students? Yes No

Are you prepared to use material provided by the College to promote its courses? Yes No

7. DESCRIPTION OF POTENTIAL MARKET & SERVICES

Which are your target markets? Please describe any strengths you have in these markets.

What do you believe is the most effective marketing strategy to use in your area, region or market?

Please outline the support services you can offer students

Do you charge students any service fees? If YES, please provide details of what you charge and for what service/s.

Please provide any other information you consider to be of importance to this application and marketing to students.

8. REFERENCE CHECK

Please list the names and contact details of three (3) academic referees

1.1 REFEREE for EDUCATIONAL INSTITUTION - ONE

Main Contact Person:

Position:

Contact Phone Number:

Email:

1.2 REFEREE for EDUCATIONAL INSTITUTION - TWO

Main Contact Person:

Position:

Contact Phone Number:

Email:

1.3 REFEREE for EDUCATIONAL INSTITUTION - THREE

Main Contact Person:

Position:

Contact Phone Number:

Email:

9. DECLARATION

I

_____ declare that I have read and understood the extract from the ESOS Act 2000 – Obligations of Agents and that the answers and details provided in this application are true and accurate to the best of my knowledge and I authorise the College to approach referees to collect any information or details as the

College may require.

Signature:

Date:

Position:

10. AGENT CHECKLIST

Please attach copies of the following documents:

- Company/Business registration Certificate
- Business Profile
- Details of Educational Institutions Currently represented
- Other relevant materials

Privacy Policy: All personal information collected, used or disclosed by the College is confidential and is protected by the Privacy Act 1988, and other relevant Australian legislation. Brisbane College of Horticulture reserves the right not to proceed with providing an Agreement for reasons it may see fit to apply.

OFFICE USE ONLY

Date Received:

Received by:

Processed by:

Referee checks completed Yes /
No

Outcome of referee checks:

Approved to create an Agent Agreement or Denied Reason for denial:

Signed:

Date: