

Education Agent Application

Thank you for considering DNA Kingston Training as a potential business associate. Please complete the following to establish an expression of interest to register as an Education Agent.

AGENT APPLICATION FORM

1. Company Details

Agent name: _____

Business trading name: _____

Business registration number: _____

Business registration authority: _____

Postal address: _____

_____ Postcode _____ Country _____

Web Address: _____ Email: _____

Business address

Same as postal address?

(If no, complete business address below)

Business Postal address: _____

_____ Postcode _____ Country _____

Telephone contact

Phone (1): _____ Phone (2): _____

Fax: _____ Mobile: _____

Please provide a description of your major business activities

Number of years in operation _____

Number of staff/counsellors: _____

Describe your membership of professional associations:

Discuss specific International recruitment training undertaken:

Provide the number of students referred to Australian educational institutions over the past 3 years:

2. Details of Key Directors and Employee/s:

Name: _____

Position: _____

Background, qualifications and previous experience: _____

Name: _____

Position: _____

Background, qualifications and previous experience: _____

Name: _____

Position: _____

Background, qualifications and previous experience: _____

Please list any other Institute/University/Educational institution you have represented or currently represent in Australia or another country.

3. Understanding of and complying with ESOS requirements

Are you prepared to regularly monitor The Australian Government Department of Immigration and Border Protection website (www.immi.gov.au) **YES** **NO**

Are you prepared to regularly monitor The Australian Government Department of Education website <https://www.education.gov.au/>

YES **NO**

Have you read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018 **YES** **NO**

The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) supports the National Strategy for International Education 2025 to advance Australia as a global leader in education, training and research. <https://internationaleducation.gov.au/Regulatory-Information/Pages/National-Code-2018-Factsheets-.aspx> <https://www.legislation.gov.au/Details/F2017L01182/Download>

The National Code is a legislative instrument made under the Education Services for Overseas Students Act 2000 and sets nationally consistent standards to support providers to deliver quality education and training to overseas students.

The National Code 2018 commenced on 1 January 2018. Education providers must comply with the National Code to maintain their registration to provide education services to overseas students.

National Code 2018 Factsheets

General Factsheet

Standard 1: Marketing information and practices

Standard 2: Recruitment of an overseas student

Standard 3: Formalisation of enrolment and written agreements

Standard 4: Education Agents

Standard 5: Younger overseas students

Standard 6: Overseas student support services

Standard 7: Overseas student transfers

Standard 8: Overseas student visa requirements

Standard 9: Deferring, suspending or cancelling the overseas student's enrolment

Standard 10: Complaints and appeals

Standard 11: Additional requirements

The National Code 2018 factsheets will continue to be updated to reflect questions from the sector.

The Department of Education and Training provides general information and assistance to registered providers and overseas students on the National Code and the Education Services for Overseas Students Act 2000.

Are you aware of the main responsibilities of Agents under the National Code and that your responsibility is to comply to these obligations fully. **YES** **NO**

Have you read and have an understanding of the Education Services for Overseas Students (ESOS) legislation ([ESOS Act](https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx)) <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>

YES **NO**

Do you understand that students coming to Australia on a student visa must be genuine temporary entrants and must study full-time. **YES** **NO**

Do you understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the Department of Home Affairs website

YES NO

Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students.

YES NO

Are you prepared only to use material supplied by the Institute to describe the Institute and its courses.

YES NO

I understand and will comply to the above questions and requirements of the National Code 2018

Name: _____ Signature: _____

4. Description of Potential Market

As we have a number of Agents in very similar areas, could you please answer the following.

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.) Please use separate sheets, if necessary.

5. Proposal

Please outline the support services you can offer to students

What do you believe is the most effective marketing strategy to employ 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 to recruit students? _____

6. Referees

Please list the name of at least three (3) referee who can vouch for you and your company's involvement in student recruitment.

Name: _____

Education provider: _____

Telephone / Email: _____

Name: _____

Education provider: _____

Telephone / Email: _____

Please list the name of one (1) referee who can vouch for you and your company's financial standing and their contact details.

Name: _____

Business Entity: _____

Telephone / Email: _____

7. Agent information on PRISMS

Do you give DNA Kingston Training permission to access your agent information as stored on the Australian Government's PRISMS database? YES NO

8. Proposed Agreement

Checklist

- All questions answered or Business Profile attached with questions 3,4 ,5 and 6 answered.
- Check that referee from the Industry has been provided (*if available*) *It is understood that providing Industry referees may not be possible if you are just commencing your business.*
- Proof of business registration provided
- Supporting documents
- Understand ESOS requirements

Please note: Business / Organization Profile can be attached and utilized instead of answering all questions, if applicable or to enhance application.

Please note that once approved your company details will be displayed on our web site as per regulations.

Are you prepared to enter into an Agreement with DNA Kingston Training in accordance with the terms as in our Application processes and International Education Agent Process.

Yes / No - I will comply to the above standards and requirements.

Name: _____ Signature: _____

Position Title: _____ Date: _____

ADDITIONAL INFORMATION

Complete all questions in this application form

Please note: Business / Organization Profile can be attached and utilized instead of answering all questions, if applicable or to enhance application.

- Provide proof of Business Registration from your country such as a certified copy of Business Registration
- Send the application form and supporting documents to the following address by Email:

Email: admin@dnakingstontraining.edu.au

All of the above information must be in English or translated into English from a notary office or Justice of the Peace in your country.

Please send copies only, as we will retain all documents submitted with this application for audit purposes. Please keep a copy of all documentation for your own files.

AGENT OBLIGATIONS

Before making an application you should be familiar with the following:

- Education Service for Overseas Student Act 2000
- National Code of Practice for Registered Authorities and Provision of Education and Training for Overseas Student (The National Code 2018)
- DNA Kingston Training website www.dnakingstontraining.edu.au

It is also recommended that you visit:

- The Australian Government Department of Home Affairs website (www.immi.gov.au)
- The Australian Government Department of Education website (<https://www.education.gov.au/>)

- Undertake education agent training (http://www.pieronline.org/products/agent_training)

ONGOING COMMUNICATION

DNA Kingston Training is required to keep your contact details on a database. This information will be used to advise receipt of your application, and other administrative issues relating to your business and other business purposes. Kingston may also display your contact details on the Kingston website for the benefit of prospective students seeking to find an education agent.

CHANGE OF CONTACT DETAILS

- Please keep your business contact details updated at all times.
- It will be your responsibility to keep us informed to avoid delays.
- To update your business contact, please download the **Agent Change of Details Form**.

APPLICATION ASSESSMENT AND OUTCOME

The standard processing time for an application is 5 to 10 working days from the receipt of a complete application. If you do not provide all of the information required or provided only partial information, your application may be delayed.

Incomplete applications or request for further information will only be held by DNA Kingston Training for 60 days from the date of advising. After 60 days your application will be securely discarded.

If your application is approved: You will receive:

- A copy of an Education Agents Agreement for your signature – you will be requested to return a signed copy to DNA Kingston Training via email.

If your application is not approved: You will receive:

- A letter via email advising of this outcome, and
- DNA Kingston Training will securely discard your original application.

