

Dear Education Agent,

Thank you for your interest to become an Education Agent with Educare College. Educare College is an Australian owned and operated nationally Registered Training Organisation providing superior training programs Australia wide, delivered by industry experienced trainers.

At Educare we are passionate about what we do and are dedicated to delivering quality training and assessment services, preparing our students to achieve their personal and professional goals through the pursuit of a career in either the financial services and Community Services Sector, specialising in Aged Care, Disability Care, Child Care and other Community Services courses. For more information, please visit: <http://educare.edu.au/>

We value your contribution in making Australia as the first choice of study destination for International Students. Educare College is adopting accreditation process as part of government regulations and we request you to follow the procedures below and provide the relevant information as required:

Application Instructions:

- Complete and return the education agent application form to:
Educare College
Level 8, 288 Edward Street
Brisbane, Qld 4000
Email: General Manager Stacey Carey at - stacey@educare.edu.au
- Only complete applications will be accepted and must include all required documentation – please refer to the checklist below.

Checklist

Please include all the documentation listed below to support your application (check appropriate box):

- Certified copy of business registration (where applicable, certified English translation)
- Business Plan including annual marketing initiatives
- Company Profile including number of years your company has been operating, number of staff and services
- Publications and promotional materials provided to students (including web details)
- Two education provider referee references on the Educare College pro-forma (appended to this form), in support of your submission. Australian based referees are preferred. Referees must email the reference checks directly to stacey@educare.edu.au
- Copy of Certificate of Attainment, AEI – Education Agent Training Course (EATC) or evidence of completion of the course. For more information please go to www.pieronline.org
- A signed declaration attesting to an understanding and compliance with all laws and regulations, especially laws pertaining to Consumer Protection of Australia and/or country in which the agent is operating.

Should you have further concerns, please do not hesitate to contact me.

Kind regards,



Stacey Carey
General Manager

| BUSINESS REGISTRATION NO / CODE | BUSINESS TRADING NAME | COMPANY NAME ACCREDITATION |
|---|--|------------------------------|
| | | |
| MAIN OFFICE LOCATION | AUSTRALIA OFFICE ADDRESS | WEBSITE ADDRESS |
| | | |
| CEO/ DIRECTOR FULL NAME | EMAIL ADDRESS | CEO TELEPHONE NUMER |
| | | |
| CONTACT AGENT WE WILL LIAISE WITH | ALTERNATIVE EMAIL ADDRESSES | LIST RECRUITMENT COUNTRIES |
| | | |
| ESOS NATIONAL CODE AND COMPLIANCE | | |
| <p><i>This policy outlines the requirements of Education Agents acting on behalf of Educare College. Education Agents must provide high standards of service and information to overseas students. The College takes all reasonable measures to use Agents with appropriate knowledge and understanding of the Australian International Education industry who will act with honesty and integrity. The policy and procedure with the provision of ESOS Act 2000 and the National Code of 2017 must be read and understood and agreed by your agency to follow.</i></p> | | |
| Have you read and understood your obligations National Code of Practice for Providers of Education and Training to Overseas Students 2018? [fact sheet is attached] | Yes | No |
| If accredited, do you agree always to abide by the provisions of the National Code? | Yes | No |
| Have your counsellors/staff responsible for the Australian Schools sector completed a recognised Education Agent Training Course? | Yes | No |
| Number of international students recruited to Australia in the past 3 years in vet sector | | |
| Number of international students recruited to Australia in the last 12 months | | |
| What is the percentage of course completion/retention of your students? | | |
| STUDENT SERVICES | | |
| Please indicate the services your agency provided to students from list below: | | |
| Student counselling | English testing | Pre-departure briefing |
| Arrange accommodation | Visa application | Collection of fees |
| STUDENT RECRUITMENT AND MARKETING ACTIVITIES | | |
| Based on your current business plan and resources, please select from the following the intended [marketing and advertising methods you intend to use promote Educare College] | | |
| Fairs / Exhibitions | Offshore Promotional seminars | in office student interviews |
| Social media | School visitation program | Online advertising |
| Partnership programs | Other (please specify): | |
| BUSINESS PARTNERSHIPS AND AFFILIATIONS | | |
| Please list all other Australian educational institutions with whom you are accredited or work (e.g. TAFE, University, and Private Colleges): [references will be checked] | | |
| Institution Name | Contact person name and email at Institution | |
| | | |

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|---|--|
| | |
| | |
| Referee 1 Company Name and Address | Referee 1 Contact person name and email |
| | |
| Referee 2 Company Name and Address | Referee 2 Contact person name and email |
| | |

AGENT DECLARATION [MUST BE SIGNED AND RETURNED FULLY COMPLETED TO GENERAL MANAGER – stacey@educare.edu.au]

By signing this Agent application, we declare we fully agree and understand all information in this application.

- I/we declare we have an understanding of all relevant laws and regulations of Australia and in countries where we recruit students, in particular those laws pertaining to consumer protection, the ESOS Act and the National Code.
- I/we declare that any Conflict of Interest or perceived Conflict of Interest will be handled in an appropriate manner in accordance with ESOS requirements.
- I/we always confirm my/our obligation to comply with such laws and regulation, including any amendments from time-to-time.
- I/we authorise Educare College, to contact my/our referees and collect any information or details as required.
- I am/we are aware that the Educare College, may conduct a due diligence check and is under no obligation to approve my/our application for accreditation.

I/we
(Agency Director Name)

of
(Agency Company name)

Declare that the answers and information provided in this application are complete and accurate and that all information pertinent to this application has been fully disclosed, irrespective of whether such information was specifically requested.

Company Director Signature

Date -