

## AGENT APPLICATION FORM

### PURPOSE

This form is to be completed by Education and or Migration Agents who wish to be included on TriSector’s Agent Register. This application package is for Education Agents who have never been registered as a TriSector Agent or Not been registered in the last 12 months.

Please attach your company profile and any other information you consider to be of importance to this application.

### COMPANY DETAILS

Company Name:
Business Address:
Company/Business Reg. No:
Phone:
Email*:
Website:
Years in Existence:
Number of Staff/Counsellors:

\* Important notice. The email address provided above will be used to access the TriSector Agent Portal

### KEY DIRECTORS AND EMPLOYEES

Name:	Position:
Name:	Position:
Name:	Position:

### CAPACITY & PERFORMANCE

List all other education institutions or Universities you have represented or currently represent that operate in Australia or another country:	Number of Students		
	High School ELICOS	Vocational Course	Under/Post Graduate

### COMPLIANCE

Please answer YES or NO	
Have any of your staff completed the Education Agents Training Course which is available on <a href="http://www.pieronline.org">www.pieronline.org</a> ? If YES, how many	
Do you have the knowledge and a good understanding of the requirements of the Education Services for Overseas Students (ESOS) Act 2000 and National Code as an Education Agent?	
Do you regularly monitor the Department of Immigration and Border Protection (DIBP) website <a href="http://www.immi.gov.au">www.immi.gov.au</a> and the Department of Education website <a href="http://www.education.gov.au">www.education.gov.au</a> ?	
Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?	
Are you prepared to comply with the requirements of TriSector regarding advertising, course materials and application procedures, and provide accurate information to students?	
Are you prepared to use material supplied by TriSector to promote our courses?	

Do you have a representative in Australia? If so, please provide the details below.	
Company Name: Business Address: ABN No: ACN. No: Phone: Email:	

**TARGET MARKETS**

Please describe your main target markets by responding to the following:

**MARKET 1 -**

Describe any strengths you have in this region –

Characteristics of Students( age, income, educational background, University) –

Business Links (Universities and other educational institutions, partner agencies and networks) –

Marketing Strategies employed –

Best time of the year to conduct a marketing trip to your region or a visit to your office to recruit students –

**MARKET 2 -**

Describe any strengths you have in this region –

Characteristics of Students( age, income, educational background, University) –

Business Links (Universities and other educational institutions, partner agencies and networks) –

Marketing Strategies employed –

Best time of the year to conduct a marketing trip to your region or a visit to your office to recruit students –

\* If required, use extra sheet to provide information.

**STUDENT SERVICES**

Please outline the support services you offer to students.	Fees you charge

**ACADEMIC REFEREES**

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

Name of Contact Person:		Name of Institution:	
Telephone:		Email:	
Name of Contact Person:		Name of Institution:	
Telephone:		Email:	
Name of Contact Person:		Name of Institution:	
Telephone:		Email:	

**EXPECTATIONS**

After reviewing the four logistics courses of study listed on the TriSector Website <http://trisector.edu.au> , what are the expected numbers of students you believe you will refer for each course? Not, these are estimates only and will not be considered as guaranteed numbers.

<b>FIELD OF STUDY</b>	<b>Minimum</b>	<b>Maximum</b>
Diploma of Logistics		
Certificate IV in Logistics		
Certificate III in Driving Operations		
Certificate II in Driving Operations		

**DECLARATION**

I confirm that the information provided is true and accurate and I authorise TriSector to approach referees to collect any information/details as they may deem necessary to ensure compliance and accuracy of this application and any subsequent agreement.

I have read the additional information contained in this document and the references made to other information listed on this application.

Name:		Position:	
Signature:		Date:	

## APPLICATION

If you decide to apply to become a TriSector Education Agent, you must:

- Complete the Education Agent Application Form by answering ALL questions
- Provide the contact details of three (3) academic referees
- Provide proof of Qualified Education Agent Counsellor Certification if you have passed PIER (Professional International Education Resources), an online Education Agent Training Course (EATC)
- Provide proof of business registration from your country
- Proof of any academic qualifications or professional recognition

By submitting the signed application you agree to comply with all Australian laws, acts and regulatory requirements as they apply to you or your organisation and ensure any act you undertake is done so with the highest standards of integrity, honesty, fairness and equity.

## FURTHER INFORMATION

Visit <http://trisector.edu.au>

Alternatively, you can send an email to [student.services@trisector.edu.au](mailto:student.services@trisector.edu.au)

## WHO NEEDS TO REGISTER

Education Agents who use, or purport to use, experienced qualified staff in education consulting procedures to provide advice and assistance to an overseas student wishing to study at TriSector must register as a TriSector Education Agent.

## BEFORE APPLYING

Before making an application, you should access the following information, read it and ensure compliance at all times:

- Education Services for Overseas Students (ESOS) Act 2000
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

It is also recommended that you visit:

- The Department of Immigration and Border Protection (DIBP) website [www.immi.gov.au](http://www.immi.gov.au)
- The Department of Education website [www.education.gov.au](http://www.education.gov.au)

Failure to comply with the requirements for Agents shown in the above resources and amendments may result in termination of any future agreements between TriSector and your organisation.

All the above information MUST be in English. Please send certified copies only as the application documents CANNOT be returned from this office.

## SENDING YOUR APPLICATION

The completed application, with attachments should be posted to:

The Managing Director  
TriSector Pty Ltd  
PO Box 1741  
Osborne Park DC, Western Australia 6916

Or

Send via email to: [student.services@trisector.edu.au](mailto:student.services@trisector.edu.au)

## COMMUNICATION

We will keep your contact details on our database. In addition, we will use your business phone, business address and email address to advise receipt of your application, for any urgent notification and other administrative issues relating to your business. Please keep your business contact updated at all times. TriSector will NOT be responsible for any delays caused by business contact changes without prior written notification.

## ASSESSMENT OF APPLICATION

The standard processing time for an application is up to 2 weeks from the receipt of a completed application. If you do not provide all of the information required, your application may be delayed. The uncompleted application will only be held for 60 days, and if further information required has not been received within 60 days after the request has been sent, your application will lapse automatically without further notice.

If your application is approved, the TriSector will:

- Send you the Education Agent Agreement for your signature
- Request the signed Agreement to be sent back for processing

Once the signed Agreement is returned, a Certificate of Representation will be provided to you together with our 'Agent Pack' as evidence of your organisations registration. The standard duration of registration as a TriSector education agent is 12 months unless specified otherwise.