



**UTA Institute of Technology**

**UTF 001— (Education Agent Form)  
Application to become an Authorised Education  
Agent for VET student recruitment**

**Application**

Thank you for considering UTA Institute of Technology (UTAIT) as a business partner.

To become an approved UTAIT Education Agent, please:

- Complete all questions in this application form,
- Provide proof of business registration from your company e.g., a certified copy of your business registration,
- Send the Application form and supporting documents to the following address by post or email.
- All of the above information must be in English or translated into English from a notary office of Justice of the Peace in your country,
- Please send the certified copies only as UTAIT will retain all documents submitted with this application,
- Remember to keep a copy of this application for your files.

## Agent Obligations

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

- Education Services for Overseas Students Act 2000,
- National Vocational Education and Training Regulator Act 2011 (the Act),
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018),
- ESOS Regulations 2019,
- Standards for Registered Training Organisations (RTOs) 2015,
- Student Identifiers Act 2014,
- The Migration Act 1958,
- The Migration Regulations 1994.
- It is also recommended that you visit:
- The Australian Government Department of Home Affairs website:  
<https://www.homeaffairs.gov.au/>
- The Australian Government Department of Education and Training website:  
<https://www.education.gov.au>
- The Australian Government of Education and Training, International Education website:  
<https://www.australia.gov.au/information-and-services/education-and-training/international-students>

## Ongoing Communication

UTAIT is required to keep your contact details on our database.

This information is used to advise receipt of your application and provide required information relating to your business and suitability to become an approved Education Agent with UTAIT. If you are successful in becoming an approved UTAIT Education Agent your organisations details will be listed on UTAIT website in accordance with the ESOS Amendment Act (new subsection 21A) and the Standards for RTOs 2015.

## Change of Contact Details

Please keep your business contact details updated at all times.

UTAIT cannot be responsible for any delays caused by business contact change without proper notification

# Approved Education Agent Application Form

## Company Details:

Company Name

Trading Name ( If Applicable)

Contact Person

Position

Primary Email (Mandatory)

Website

Telephone

Mobile

Australian Company Number  
(ACN)

Australian Business Number  
(ABN):

MARA/ Overseas Agent ID:

Number:

Unit Number

Street Address

Suburb/City

Postcode/Zipcode

State

Country

## Agent Details:

***NB. Please attach full details of the company's registration in the relevant country, state(s) or province(s), and (if relevant) in Australia. All UTAIT Agents MUST be legally registered with the relevant authorities to operate in the locations concerned.***

Are applications handled by:

Head office

Yes

No

Branch office

Yes

No

Other method

Yes

No

If applications are administered by a branch location provide address details of the office address on an attached page.

Qualified Education Agents are international education counsellors who have completed industry-recommended training courses. The recognised courses are developed by PIER, ICEF and other government organisations and indicate each education counsellors' specialisation in student recruitment for various countries across the world.

## EXPERIENCE AS AN EDUCATIONAL INSTITUTION REPRESENTATIVE ORGANISATION

<p>How long have you operating as an Education Agent in Australia?</p> <p><input type="checkbox"/> " Less than 12 months</p> <p><input type="checkbox"/> " 12 months but less than 2 years</p> <p><input type="checkbox"/> " 2 years less than 5 years</p> <p><input type="checkbox"/> " more than 5 years</p>	<p>Give overview of time as an Education Agent in Australia e.g. year commenced, approximate number of students referred &amp; enrolled to date, number of RTO's you are an agent for.</p>
<p>Are you a Migration Agent &amp; Member of MARA?</p>	<p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p>
<p style="text-align: right;">If yes give details:</p>	

## DETAILS OF KEY DIRECTORS AND EMPLOYEE/S

**Key Director/s:**

**Director 1:** Title:     Dr       Mr       Mrs       Ms       Other

Name:

Position:

Gender:     Male       Female       Other

What is your experience as an Education Agent in Australia (give a brief chronological biography of your experience):

Do you have Australian VET or Higher Ed Qualifications?     Yes       No

If Yes please list the qualifications and year of award:

## Director 2

Title:  Dr  Mr  Mrs  Ms  Other

Name:

Position:

Gender:  Male  Female  Other

What is your experience as an Education Agent in Australia (give a brief chronological biography of your experience):

Do you have Australian VET or Higher Ed Qualifications?  Yes  No

If Yes please list the qualifications and year of award:

## Director 3

Title:  Dr  Mr  Mrs  Ms  Other

Name:

Position:

Gender:  Male  Female  Other

What is your experience as an Education Agent in Australia (give a brief chronological biography of your experience):

Do you have Australian VET or Higher Ed Qualifications?  Yes  No

If Yes please list the qualifications and year of award:

## Education Agent Training

Education Agent Training Course listed on the <http://eatc.com/> and sat the Exam to become a QEAC (Qualified

Has any of your company staff completed the Education Agent Training Course ?

YES

NO

Education Agent Counsellor)?

If yes which staff within your organisation are approved qualified international education counsellors listed on [http://eatc.com/qualified\\_agents/index.html](http://eatc.com/qualified_agents/index.html). Please list their names and qualification number below:

Staff name/s: _____	Mobile phone No: _____	
Qualification number/s: _____	Email: _____	_____

### KEY AREAS AND MAJOR CITIES WHERE YOU PARTICIPATE AS EDUCATION

Addresses of the company's other offices (if applicable)

Street number : _____	Street name: _____	
Country: _____	Post/Zip code: _____	_____

### From which Country does your Company Primarily Recruit Students From

Recruitment regional locations (  Check which region you recruit students from)

<input type="checkbox"/> America (sth)	<input type="checkbox"/> America (Nor)	<input type="checkbox"/> Asia
<input type="checkbox"/> Africa	<input type="checkbox"/> India	<input type="checkbox"/> Middle East
<input type="checkbox"/> Europe	<b>Please Specify Which Country</b>	<b>1-</b>
<b>2-</b>	<b>3-</b>	<b>4-</b>

### PROPOSAL

Please describe the characteristics of your potential markets (age, income, educational background, university networks, etc.) Please use separate sheets, if necessary.

In what training field/courses have you successfully recruited students in the last 12 months?

<input type="checkbox"/> Accounting	<input type="checkbox"/> Automotive	<input type="checkbox"/> Aviation
<input type="checkbox"/> Business/Management	<input type="checkbox"/> Construction	<input type="checkbox"/> Early Childhood
<input type="checkbox"/> Fabrication (Engineering)	<input type="checkbox"/> Health	<input type="checkbox"/> Hair & Beauty
<input type="checkbox"/> IT	<input type="checkbox"/> Marine	<input type="checkbox"/> Other (please specify)

## PROPOSAL

Please outline the support services you can offer to students:

<input type="checkbox"/> Pastoral support	<input type="checkbox"/> finding housing	<input type="checkbox"/> Student OSH Insurance
<input type="checkbox"/> Visa Immigration services	<input type="checkbox"/> Course admission assistance	<input type="checkbox"/> Airport pickup/drop off services

What do you believe are the most effective marketing strategies to employ in your particular areas, regions or market?

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### For Education Agents that have offshore offices:

What is the most suitable time of the year to conduct a marketing trip to your regions or a visit to your office to recruit students?

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Please use the space provided below to include any other information you consider to be of importance to this application

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Please provide the name and other details of at least 2 references currently dealing with your organization from Education Sector- \*Universities / College/ Institutes/ RTOs/ Schools

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**Please provide the name and other details of at least 2 references currently dealing with your organization from Education Sector- \*Universities / College/ Institutes/ RTOs/ Schools**

**1-University /College/Institute/RTO/School Representative**

School/Institute	
No. of years been	
Country of school/Institute	
Contact person Name	
Phone No. &ISD	
Email	

**2-University /College/Institute/RTO/School Representative**

School/Institute	
No. of years been	
Country of school/Institute	
Contact person Name	
Phone No. &ISD	
Email	

**3-University /College/Institute/RTO/School Representative**

School/Institute	
No. of years been	
Country of school/Institute	
Contact person Name	
Phone No. &ISD	
Email	

**4-University /College/Institute/RTO/School Representative**

School/Institute	
No. of years been	
Country of school/Institute	
Contact person Name	
Phone No. &ISD	
Email	



## Other Information

How many of your staff are engaged in full time education consultancy:

1-3    3-6    6- 10    10+

How many students does your company enroll in education institutions each year?

5-15    15-30    30– 60    60– 100    100+

How many students did you send to Australia las t year?

5-15    15-30    30– 60    60– 100    100+

No of Visa Refusals In Australia:

1-3    3-6    6– 10    10+

No of Visa Refusals In Other Countries:

1-3    3-6    6– 10    10+

Has any university terminated your agency agreement?

YES

NO

Has any Registered Training Originations terminated your agency agreement?

YES

NO

## SERVICES AVAILABLE TO STUDENTS

What advertising media is used to contact students? E.g., Catalogue, newspapers, radio, TV, social media (Facebook, LinkedIn, Google+, Microblogging (Twitter, Tumblr) Photo sharing (Instagram, Snapchat, Pinterest) Video sharing (YouTube, Facebook Live, Periscope, Vimeo).

Which languages are used in advertising for students?

Australian Experience (For offshore Education Agents only) Have you visited Australia?

If Yes  Melbourne    Sydney    Other City

When was the date of your last visit?

## Please Note:

You are advised to read the following UTAIT's policies and procedures for Education Agents, which can be downloaded from UTAIT's website or are available upon request:

- UTAIT Managing Education Agents policy & procedure
- UTAIT Agent monitoring & termination procedure

***I understand that if I am approved as an authorised Education Agent for UTA Institute of Technology Pty Ltd Trading as UTA Institute of Technology (UTAIT) may terminate the agreement at any time and with immediate effect by giving notice to the agent if the agent breaches any provision of the agent agreement and/or the policy and procedures listed above.***

*It is expected that all information provided herein is true and correct.*

*Should any information found to be false and misleading during your internal check, then my application will be rejected*

## Name of Agency Representative :

Name of Agency Representative :

Position in Agency:

Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**Please complete this form and return it by post or email:**

