

PCBT Education Agent Application Form



(RTO No 52014 - CRICOS No 03051J)

A. Company Details & Background

Legal Name		Trading Name (if different from Company name)	
Company/Business Registration Number		Name of Director/CEO	
Place of Registration		Years established	
Phone Number	Mobile Number	Email Address	
Business Address		City / Suburb	
Post Code		Website	
Business Activities			

Please provide an overview of the key personnel within your company :(Attach additional pages if required)

Number of staffs: _____

B. Directors and Employees Details

Are you an authorised agent / member of an agent's association?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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Key Personnel

Name	Position
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Qualifications & previous experience: _____

Membership of education agent professional bodies (MARA/MIA/2EAC):

PERTH COLLEGE OF BUSINESS AND TECHNOLOGY (PCBT)

RTO 52014 CRICOS Code 03051J P: +61 8 9202 1003 F: +61 8 92021038
 110 Brown Street, East Perth, Western Australia 6004 E: marketing@pcbt.wa.edu.au W: www.pcbt.wa.edu.au
 Perth College of Business and Technology Pty Ltd t/a Perth College of Business and Technology (ABN: 91 132 961 285) Docs V 2.0 / 2016

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Personnel (1)

Name	Position
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Qualifications & previous experience: _____

Membership of education agent professional bodies: _____

Personnel (2)

Name	Position
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Qualifications & previous experience: _____

Membership of education agent professional bodies: _____

C. Agency Performance

How many Australian Educational institutions are you currently representing? _____

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

ELICOS & EAL Courses: _____

Vocational Courses: _____

Undergraduate Courses: _____

Postgraduate Courses: _____

Please outline the support services you can offer students. (Please provide extra details on a separate sheet if required).

Do you charge students any service fees? If YES, please provide details of what you charge and for what service/s. (Please provide extra details on a separate sheet if required).

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

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D. Compliance Requirements

Please provide a brief explanation regarding how you and your organisation fulfill your responsibilities as agents with reference to the implied responsibilities of education agents as set out in National Code 2007 Standard 4. (Please provide extra details on a separate sheet if required).

Have you or any of your staff completed the Education Agents Training Course (EATC) available on: www.pieronline.org?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you have the knowledge and a good understanding of the requirements of the ESOS Act and National Code?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you regularly monitor the Australian Department of Immigration and Border Protection (DIBP) website (https://www.border.gov.au/) and the Department of Education and Training Website (https://education.gov.au/)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you understand and advise students coming to Australia on a student visa have a primary purpose of Studying and must study full time?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you willing to comply with the requirements of the College regarding advertising, course materials and application procedures, and provide accurate information to students?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you prepared to use materials by the College to promote its courses?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the registered owner or staff of the company even been convicted of a criminal offence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Has the company or registered owner ever been declared bankrupt?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

E. Description of Potential Market & Services

Which are your target markets? Please describe any strength you have in these markets. (Please provide extra details on a separate sheet if required).

What do you believe is the most effective marketing strategy to use in your area, region or market? (Please provide extra details on a separate sheet if required).

F. Reference Check

Please list the names and contact details of three (2) academic referees

Educational Institution (1):
Main contact person

Position

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Contact phone number	Email
Educational Institution (2): _____	
Main contact person	Position
Contact phone number	Email

G. 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 PCBT to approach referees to collect any information or details as the College may require.

Signature: _____ Date: _____

Position: _____

H. Agent Checklist

Please attach copies of the following:

<input type="checkbox"/>	Company/business registration certificate	<input type="checkbox"/>	Details of educational institutions currently represented
<input type="checkbox"/>	Business Profile	<input type="checkbox"/>	Other relevant material(s)

Send your completed application and documents to marketing@pcbt.wa.edu.au and you will be contacted within 10 business days regarding outcome of your application and further information will be provided thereafter.

I. Privacy Policy

All personal information collected, used or disclosed by PCBT is confidential and is protected by the Privacy Act 1988, the Information Privacy Act (Vic) and other relevant legislation. Information about Agents or students may be made available to Commonwealth and State agencies if requested by law. Perth College of Business And Technology reserves the right not to proceed with providing an International Education Agreement for reasons it may see fit to apply.

Please send your application with all attachments to:
Marketing Manager (Ryan Rahimi)
 Perth College of Business and Technology
 PO Box 6889 East Perth 6892 Western Australia Or
 Email to Marketing@pcbt.wa.edu.au