



HOSPITALITY

TRAINING ACADEMY

Education Agent Application V2.0

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Education Agent Application

AA Training t/a Hospitality Training Academy (HTA) engages with a network of education agents to represent and promote its courses to intending overseas students. Our agents assist these students with the application process and promote our courses internationally.

We only engage education agents who have appropriate knowledge and understanding of the overseas education system in Australia, including the Australian International Education and Training Agent Code of Ethics. This must be demonstrated by undertaking the Education Agents Training Course (EATC) offered by PIER (Professional International Education Resources) and providing evidence of having completed the Qualified Education Agent Counsellor (QEAC) qualification or equivalent where available.

Express your Interest

Please complete this form if you wish to become an education agent of HTA. We recruit agents in line with our current business plan and strategies.

All fields are mandatory unless stated otherwise. Please complete all fields and attach the required supporting information with your application form. Incomplete forms and incorrect documentation will not be processed. You must include in your applications details of at least two (2) referees within this application.

We appreciate your interest in becoming an education agent with HTA and endeavour to acknowledge the receipt of your application within 48 hours. We will complete a full review of your application and inform you of the outcome with seven (7) business days.

If your application is approved, you will be sent a written agreement, 'Education Agent Agreement', that shall formalise an ongoing and significant relationship for you (the Agent) to represent HTA for the purpose of the recruitment of suitable students to study at HTA. It states the duties and obligations of each party including the operating terms and conditions.

Please return the completed form to us by post or email:

Postal Address: 39-43 Woodend Ct, Park Ridge QLD 4125

Email: minerva@hta.edu.au

If you need any assistance in completing this form, please contact our office on +61 7 5556 4776 or via the above-mentioned email.

Part 1: Education Agent Details

Name of the legal entity:

Trading name:

Head Office Address:

State:

Country:

Postcode:

Postal Address:

State:

Country:

Postcode:

ABN (Australian agents):

Total number of offices:

Trading locations

Principal Agent / Director name:

Phone:

Email:

Website:

Part 2: Business Background

Description of core business:

Number of years in the business:

Part 2: Business Background

Current number of employees: _____

Is your office involved with any other business?

YES NO

(If YES, please outline the relationships)

How many students do you recruit each year for study?

Which countries do you send most students to?

List the Australian VET or Higher Education providers that you currently refer students to and that you represent.

Do you hold any current memberships of a National Organisation or Association for placement of overseas students?

YES NO

(If YES, please outline the memberships and provide evidence of the same)

Part 2: Business Background

What services are offered to intending overseas students by your organisation?

- Student counselling
 Follow-up with parents
 Collecting fees
 English testing
 Pre-departure briefing
 Migration services
 Home stay/guardianship
 Other (specify below)

Do you charge any fees for your services to the intending overseas students?
Briefly outline the details of the services and relevant fees for each below.

Part 3: Key Staff Background

* Education Agents Training Course (EATC) from PIER or equivalent

**Memberships of any National Association or Organisation for placement of students overseas

No.	Full name	Position	Background qualifications and experience	EATC by PIER or equivalent*		Visited, Studied or worked in Australia		Memberships**
				YES	NO	YES	NO	
1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Add more rows as needed

Part 4: Compliance

Do you regularly monitor the Australian Department of Immigration and Border Protection (DIBP) website (www.immi.gov.au)?

YES NO

Do you regularly monitor the Department of Education website (<https://www.education.gov.au/international-education>)?

YES NO

Do you and your key staff have a comprehensive understanding of requirements of Education Services for Overseas Students (ESOS) Act 2000 and National Code 2018?

YES NO

Briefly outline below the steps you have taken to comply with your obligations.

Do you ensure that the students coming to Australia on a student visa have a primary purpose of studying and notify them of their requirement to study full time?

YES NO

Do you understand that you must not make any guarantees about achieving residential status in Australia, and that you can refer students to the DIBP for further information on this issue?

YES NO

Are you willing and have the existing know how to comply with HTA's requirements in relation to advertising and course material, application procedures and providing information to students?

YES NO

Are you willing and prepared to only use marketing materials and information provided by HTA to promote its courses?

YES NO

YES NO

Part 5: Proposed services

What regions do you intend on targeting to promote our courses? Briefly describe your strengths in these regions and why you would like to target these regions.

What are the main characteristics (e.g., income, age, background etc.) of your potential target market?

What is the main area(s) of study that would be of interest to intending overseas students in this region?

What are the support services that you can offer to intending overseas students in this region?

What are the most effective marketing strategies to apply in this region?

Part 5: Proposed services

What is the most suitable time of the year for a marketing trip in this region and visit to your office for the purpose of recruiting students?

Use the space below for any additional information that you would like to include to support your application.

Part 6: References

Please provide below details of at least two (2) Australian educational institutes that we can contact for a reference.

Reference 1

Name of the organisation: _____

Contact person name: _____

Position: _____

Phone number: _____

Mobile: _____

Email Address: _____

Relationship: _____

Period you worked with them: _____

Reference 2

Name of the organisation: _____

Contact person name: _____

Position: _____

Phone number: _____

Mobile: _____

Email Address: _____

Relationship: _____

Period you worked with them: _____

Reference 3

Name of the organisation: _____

Contact person name: _____

Position: _____

Phone number: _____

Mobile: _____

Email Address: _____

Relationship: _____

Period you worked with them: _____

Part 7: Declaration

In signing this Application, I declare that:

- I understand my obligations as an international education agent under the ESOS Act 2000 and National Code 2018. YES NO
- The information provided in this application is true, accurate and complete. YES NO
- I authorise HTA to contact the referees listed in this application and collect feedback on my performance and conduct. YES NO
- I understand that the submission of this application does not constitute my appointment as an Education agent of HTA. Subject to approval of this application I will be required to enter a written agreement and undergo an induction with HTA. YES NO

Authorised Signatory Name:

Position:

Signature:

Date:

Checklist

- Completed application form and signed declaration (this form).
- Certified copy of business registration
- Evidence of completion of Education Agent Training Course from PIER
- Evidence of memberships held for any National Association or Organisation for placement of students overseas
- At least two (2) referees (part 6 of this form)