

## Ashley Agent Application Form

Please complete the following form to become a registered International Education Group agent of ASHLEY ENGLISH LANGUAGE INSTITUTE (CRICOS CODE: 03680B):

### 1. COMPANY DETAILS AND BACKGROUND

<b>Legal Name:</b>		
<b>Trading Name (if different from Company name) :</b>		
<b>Company / Business Registration Number :</b>		
<b>Name of Director / CEO :</b>		
<b>Business Address :</b>	<b>City / Suburb :</b>	<b>Post Code:</b>
<b>Phone :</b>	<b>Mobile Number :</b>	
<b>Email :</b>	<b>Website :</b>	

### 2. BUSINESS PROFILE

<b>MAIN Business Activities :</b>
<b>Years Established :</b>
<b>Number of Staff :</b>
<b>Location of International Offices :</b>

### 3. DIRECTORS AND KEY PERSONNEL DETAILS

<b>Personnel -1 Name :</b>
<b>Position :</b>
<b>Qualifications and Experience :</b>
<b>Personnel -2 Name :</b>
<b>Position :</b>
<b>Qualifications and Experience :</b>

#### 4. AGENCY PERFORMANCE DETAILS

How many Australian Educational institutions are you currently representing \_\_\_\_\_

Please list the total number of students referred to Australian Education institution in the following areas in the last two (2) years.

A. ELICOS & EAL Courses: \_\_\_\_\_ B. Vocational Courses: \_\_\_\_\_

C. Undergraduate Courses: \_\_\_\_\_ D. Postgraduate Courses: \_\_\_\_\_

#### 5. COMPLIANCE REQUIREMENTS AND DETAILS

Are you aware of you and your organisation's responsibilities to fulfil as agents with reference to the implied responsibilities of education agents as set out in National Code 2018 Standard 4.

Yes  No

Have you or any of your staff completed the Education Agents Training Course (EATC) available on [www.pieronline.org](http://www.pieronline.org)?

Yes  No

Do you have the knowledge and a good understanding of the requirements of the ESOS Act 2000 and National Code 2018?

Yes  No

Do you regularly monitor the Australian Department of home affairs e (<https://www.homeaffairs.gov.au/>) and the Department of Education and Training Website (<https://education.gov.au/>) website?

Yes  No

Do you regularly monitor the Department of Education, Employment and Workplace Relations website?

Yes  No

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  No

#### 6. DESCRIPTION OF POTENTIAL MARKET & SERVICES

Which are your target markets? Please describe any strengths you have in these markets.

Please outline the support services you can offer students

#### 7. REFERENCE CHECK

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

Main Contact Person (1) :

Educational Institution (1):

Position :

Contact Phone Number :

Email :

Main Contact Person (2) :

Educational Institution (2):

Position :

Contact Phone Number :

Email :

## 8. 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 the AELI to approach referees to collect any information or details as it may require.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Position: \_\_\_\_\_

## 9. AGENT CHECKLIST

- Please attach copies of the following documents:  Company/Business registration Certificate  Business Profile
- Details of Educational Institutions Currently represented  Other relevant materials

Privacy Policy: All personal information collected, used or disclosed by the IEDU Group is confidential and is protected by the Privacy Act 1988 (Cth), the Information Privacy Act (Vic) and other relevant Australian legislation. Information about Agents or students may be made available to Commonwealth and State Agencies if requested. AELI reserves the right not to proceed with providing and International Education Agreement for reasons it may see fit to apply.