

AGENT DETAILS

Company Name:

Head Office Address:

City: Country:

Telephone: Facsimile:

Email: Website:

Agreement issued date:

SECTORS	HOW MANY UNSUCCESSFUL APPLICATIONS		
	ENTRY REQUIREMENTS	GTE REASONS	OTHERS

AGENT KNOWLEDGE AND OFFICE FACILITIES

Are your staff aware of your company's legislative responsibilities as an Agent Recruiting International Students to Australia for study (ESOS Act, National Code) and other relevant legislation?

Yes No

Does your company have appropriate facilities to effectively counsel prospective students?

Yes No

Does your company comply with the terms of the current agreement?

Yes No

Agent agreement and any associated conditions?

Yes No

Complaints, Grievances, Rights and Responsibilities and Transfers?

Yes No

Have your company's staff completed any of the following Agent training courses?

AEI Education Agent Training Course (EATC) – PIER Online (provide evidence)

ISANA National Code Tutorial (provide evidence)

Are staff adequately trained and experienced to counsel prospective students coming to Australia for study?

Yes No

Refund policy?

Yes No

Campus locations?

Yes No

Comments :

Agent Audit & Review Form

SECTORS	MARKETING MATERIALS		
	AGENT WEBSITE	BANNERS	BROCHURES / FLYERS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

COUNSELLOR KNOWLEDGE

Counsellor details:

SECTORS	COURSES AVAILABLE	ENTRY REQUIREMENTS	TUITION FEES AND OTHER COSTS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

Ensuring each student understands the course/s they have been offered a place in? Yes No

How to understand and accept the International Student Offer and Acceptance Agreement? Yes No

Teaching methods, assessment, and qualifications? Yes No

Department of Home Affairs regulations (i.e. attendance, course progress, work entitlements, change of provider, change of address) Yes No

OFFICE USE ONLY

Name:

Position:

Signature: Date:

I declare the above information to be true and correct and in line with requirements of GHE and relevant legislation.