



AGENT APPLICATION

Use this form to apply to become an agent with Skills Institute Australia (SIA)

Date of application	
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Agent details

Agent / Agency name	
Trading name	
Registration number	
Registration authority	
Business address	
Postal address (or "As above")	
Phone Include national/ local area codes	
Alternative phone Include national/ local area codes	
Email The primary business email address	

Business activities

Business activities A brief description of the main activities of the business	
Professional associations Your memberships in professional associations	
Recruitment training Describe specific international recruitment training undertaken	
Years in operation	
Number of referrals How many students did you refer to these institutions in the last three (3) years?	High schools ELICOS schools TAFE Universities
Other institutions represented	

Staff

Director (Name & position)	
Director background List the director's background, qualifications and experience	
Number of staff	
Key staff 1 (Name & position)	
Key staff 1 background Background, qualifications and experience	
Key staff 2 (Name & position)	
Key staff 2 background Background, qualifications and experience	

Responsibilities

Do you regularly monitor the Australian Government Department of Immigration website?	YES	NO
Do you regularly monitor the Australian Government Department of Education website?	YES	NO
Have you read and understood the National Code of Practice for providers of education to overseas students?	YES	NO
In the space below, list the main responsibilities of agents under the National Code		
How will you comply with these responsibilities?		

Student purpose: Do you understand that students coming to Australia on a student visa must have a primary purpose of studying and must study full time?	YES	NO
Institutional co-operation: Are you prepared to comply with all requirements of the Institute about advertising and course material, application procedures and providing information to students?	YES	NO
Guarantees: Do you understand that you must not make any guarantees about achieving residential status in Australia, but that you can refer students to the Australian Home Affairs website?	YES	NO
Advertising: Are you prepared only to use material supplied by SIA to describe SIA and its courses?	YES	NO

Market

Please attach a separate sheet to answer the following questions as required.

Market area From which geographical area will your potential market come? Please describe any strengths you have in these regions to justify your choice.	
Characteristics Please describe the characteristics of your potential market (age, income, educational background, university networks, etc.)	
Areas of interest Which subject areas do you believe would be of interest to prospective students in your region or area? Why do you say this?	
Support services Please outline the support services you can offer to students	
Marketing strategy What do you believe is the most effective marketing strategy to employ in your particular area, region or market?	
Recruitment time What is the most suitable time of the year to conduct a marketing trip to your region or a visit to your office to recruit students?	

Comments

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

Referees

Referee 1	
Name	
Company	
Phone	
Email	
Referee 2	
Name	
Company	
Phone	
Email	
Referee 3	
Name	
Company	
Phone	
Email	



Declaration

Have you emailed your business documents and accreditation to Skills Institute Australia?	YES	NO
Do you wish to enter an agreement with Skills Institute Australia?	YES	NO

Signed	
Date	

SIA OFFICE USE ONLY

		Staff name	Signed	Date
Received	--			
Verified	YES NO			
Approved	YES NO			
Notes				