

Application for Consideration to be an Education Agent

Company Profile			
Company Name			
Street Address			
Postal Address			
Phone	Fax	Website	
Email			
Contact Officers			
Company Director/ Principal		Position	
Phone	Email		
Company Background			
Business Registration (ABN) No. (if located in Australia)			
Business Registration Certificate (if located overseas)			
Details of registering country and authority			
Has the company or any individual within the company ever been involved in past, pending, threatened or potential litigation, arbitration, administrative actions or other disputes			
Business Profile/Strategic Plan	<i>(please attach if there is any)</i>		
Key Business Activities (List)			
Year Founded	Years as Education Agent		
Number of Staff	Number of Offices (Locations)	Sub-agencies	
EATC Training (PIER Online)			
Associations/ affiliations with other relevant organisations (List)			
Associations with any local authorities / governments / councils/etc. (List)			
China Approval (only for agents located in China)			
Marketing			
Please indicate the geographical territory you will service.			
Provide description of your target market, trends, demands etc.			
Proposal for promotion and marketing in the territories.			

Performance	
Number of students sent abroad each year.	
Proposed number of students sent to us in the next year.	
Service Fees and Charges	
What services do you provide for students?	
Please provide details of any fees you charge students.	
Referees	
Educational Referees (1)	
Name	Position
Organisation	
Address	
Phone	Email
Educational Referees (2)	
Name	Position
Organisation	
Address	
Phone	Email
Declaration	
<p><i>I am interested in representing you as an educational representative and I agree to do so in an honest and professional manner. I agree to:</i></p> <ul style="list-style-type: none"> • Regularly monitor policies and changes to the policies as reported on the DHA website. • Regularly monitor policies and regulations and changes to these policies and regulations as reported on the DHA website. • I have read the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2018) and agree to adhere to the relevant Standards. 	
Date	Name
Organisation	Position
Education Agent Code of Conduct	
<p>Dalton College has developed an Education Agent Code of Conduct in accordance with the Australian International Education and Training Agent Code of Ethics and the National Code of Practice for Providers of Education and Training to Overseas Students 2018, to establish a professional and ethical relationship between the school and its education agents in Victoria.</p> <p>The Code outlines a number of standards for agents to follow in an effort to maintain high professional standards in the marketing and delivery of education services and which safeguard the interests and welfare of students. There are two main areas of the Agent of Conduct. These are:</p> <p>1. School Responsibilities</p>	

2. Agent Responsibilities

1) School Responsibilities

- a) *Dalton College foster and maintain a learning environment that is conducive to the success of all students.*
- b) *Dalton College have demonstrated a strong capacity to deliver the nominated course/s, provide modern and up to date facilities and use appropriate teaching and assessment methods and materials.*
- c) *Dalton College undertake to market all education and training products with absolute integrity, accuracy and professionalism.*
- d) *In the provision of information, Dalton College will make no false or misleading comparisons with any other provider or course.*
- e) *Dalton College strive to provide accurate, relevant and up to date information to agents and students prior to making an application to the schools.*
- f) *Dalton College undertake to supply all enrolled students with;*
 - i. *School Orientation/ Induction*
 - ii. *Course Introductory Guide*
 - iii. *Student Handbook*
 - iv. *All necessary course materials*

2) Agent Responsibilities

- a) *The Education Agent is aware of their responsibilities as defined in the National Code and in particular that in representing the schools, the Education Agent acts as a servant of the school, and further, the Education Agent undertakes to ensure that they and any of their staff are fully informed of any changes to the National Code of Practice as they may occur from time to time.*
- b) *The Education Agent undertakes to ensure that the recruitment of student is conducted at all times in an ethical and responsible manner and consistent with the requirements of the relevant course or curriculum as detailed in materials published by Dalton College.*
- c) *The Education Agent agrees to ensure that all student selection decisions comply with equal opportunity legislation.*
- d) *The Education Agent agrees to employ appropriately qualified staff, or to train all staff who will assess the extent to which the applicant meets the pre requisites of the course for which they are applying based on the applicant's qualifications and proficiencies.*
- e) *The Education Agent undertakes to follow the enrolment procedures as published by the Dalton College and to make available all original applicant documentation to the school upon request.*
- f) *The Education Agent agrees to ensure that all applicant information collected as part of the applicant and enrolment process is securely and that the handling and divulging of all applicant information complies with Australian Privacy Legislation.*
- g) *In representing Dalton College, the Education Agent, agrees to abide by the Items 1) to 7) of the Agent Responsibilities as outlined above and contained within the Education Agent Code of Conduct.*

I have read, understood and agree to abide by Dalton College Agent Code of Conduct and National Code as outlined above.

Signed Date

Printed Name

Signature

Position