

## Agency Agreement Application

(Please note all particulars must be completed and please forward a copy of your Business Profile with this agent application)

Registered Business Name: \_\_\_\_\_

Names of Proprietors or Directors: \_\_\_\_\_

Year Established: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City and Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

### Contact Details

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Please list the services you provide or intend providing to students

\_\_\_\_\_

\_\_\_\_\_

Please list the names of each of your staff including your student Advisors or Counsellors  
(attach further pages as required)

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Are you a member of an agent's association in your country? If YES, please provide details.

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List of countries represented?

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List of Australian Institute Represented?

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No of Students sent to Australia per year:

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List two referees from Australian Educational Institutes that your Agency represents.

**Referee 1**

Contact Name(s): \_\_\_\_\_ Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Referee 2**

Contact Name(s): \_\_\_\_\_ Position: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

## **Education Agent Code of Conduct**

Asian Pacific Institute has adopted an Education Agent Code of Conduct to form the basis of developing a professional relationship between the college and the agent.

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 maintain the interests and welfare of students. There are two main areas of the Agent Code of Conduct.

These are:

- 1) School Responsibilities
- 2) Agent Responsibilities

### **1) School Responsibilities**

a) Asian Pacific Institute encourage and maintains a learning environment that is favourable to the success of the students.

b) Asian Pacific Institute has 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) Asian Pacific Institute agrees to market all education and training products with absolute integrity, accuracy and professionalism.

d) In the provision of information, Asian Pacific Institute will not make any false or misleading comparisons with any other provider or course.

e) Asian Pacific Institute endeavour to provide accurate, relevant and up to date information to agents and students prior to making an application to the college.

f) Asian Pacific Institute agrees to supply all enrolled students with; School Orientation / Induction, Course Introductory Guide, Student Handbook and all necessary course materials.

### **2) Agent Responsibilities**

a) The Education agents is aware of their responsibilities as defined in the National Code and in particular in representing the school, the 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 Practise as they may occur from time to time.

b) The Education Agent undertakes to ensure that the recruitment of students 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 Asian Pacific Institute.

c) The Educational Agents agrees to ensure that all student selection decisions comply with equal opportunity legislation.

d) The Educational Agents agrees to employ appropriately qualified staff, or to train all staff that will assess the extent to which the applicant meets the prerequisites of the course for which they are applying based on the applicant's qualifications and proficiencies.

e) The Educational Agent agrees to follow the enrolment procedures of Asian Pacific Institute and to make available all original applicant documentation to the school upon request.

f) The Educational Agent agrees to ensure that all applicant information collected as part of the application and enrolment process is securely kept and that the handling and divulging of all applicant information complies with Australian Privacy Legislation.

I have read, understood and agree to abide by Asian Pacific Institute's Education Agent Code of Conduct and National Code as outlined above.

**Signed:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_