## Agent Application Form

Together we can transform the lives of students and stakeholders in the industry! Fill out the form to commence a mutually beneficial partnership, the TrEd way!


## Company/Agent Information

| Company Name |  |
| :--- | :--- |
| Address |  |
| City |  |
| Country |  |
| Company Registration Number/ABN |  |
| Company Phone |  |
| Company Email |  |
| Company Website |  |
| Main Countries of Recruitment |  |

## Primary Agent Contact Details

| Name |  |
| :--- | :--- |
| Position |  |
| Email |  |
| Direct Ph |  |
| Direct Number |  |

Finance Department Details (For Invoicing)

| Name |  |
| :--- | :--- |
| Position |  |
| Email |  |
| Direct Phone |  |
| Mobile Phone |  |

## Student Counsellor Details

| Name |  |
| :--- | :--- |
| Position |  |
| Email |  |
| Direct Phone |  |
| Mobile Number |  |


| Name |  |
| :--- | :--- |
| Position |  |
| Email |  |
| Direct Phone |  |
| Mobile Number |  |

## References: Please provide three (3)

Please note that TrEd College will be contacting these references prior to entering into a Representative Agreement (One from Higher Education, two from Vocational Education sector. . Three references are required as well as proof of completion of PIER certification. National Code 2018 and ESOS knowledge are mandatory. TrEd College will be conducting agent training before commencement of the agreement and throughout the period of the agent agreement.

| Company Referee 1 |  |
| :--- | :--- |
| Address |  |
| Contact Person |  |
| Telephone Number |  |
| Email |  |
| Company Referee 2 |  |
| Address |  |
| Contact Person |  |
| Telephone Number |  |
| Email |  |
| Company Referee 3 |  |
| Telephone Number |  |
| Email |  |
| Contact Person |  |

## Agency Questionnaire

Privacy Statement: Your responses will be treated as confidential.
Are you a company, partnership or sole trader? List the number of years of operation and if you have ever been know under any other name

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Answer here
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List all Office locations and number of International Student counsellors at each site

## Answer here

List three promotional activities your agency has held or been part of in the last year:

## Answer here

## Questionnaire continued

Provide number of students sent to Australia in the past year broken down between VET, ELICOS and Higher Education.

## Answer here

List Membership or registration with Professional Bodies and attach all copies as proof

## Answer here

TrEd requires all agents to comply with ESOS act, National Code, QEUAC and EATC. Please provide proof of training and how you keep up to date with the above requirements.

## Answer here

## Evidence Requirements

Confirm attachments of Business profile, Organisation promotional materials

## Answer here

## Confirm attachments of MARA license and/or EATC course completion

## Answer here

List resources available at your office for potential students apart from Education counsellors?

## Answer here

## Enrol Students NOW!

Email studynow@tredcollege.edu.au for applications and enrolments!

TrEd Website

