



Education Agent Application Form

Section 1 — Agency Details

Basic information about your business

Legal name

Trading name

Physical address

Australian Company Number (ACN) (if applicable):

Australian Business Number (ABN) (if applicable):

Australian Migration Agency Number (if applicable):

Postal address

Telephone email

Website URL:

Section 2 — Business Background

Your experience and operations in international education

How many years have you been in the business of recruitment?

Number of international students recruited for study in Australia per year:

Top 5 Australian Institutions You Currently Represent * *(list the most relevant institutions)*

#	Details
1.	
2.	
3.	
4.	
5.	

Countries You Operate From * *(list all countries where your agency is active)*

#	Details
1.	
2.	



3.	
4.	
5.	

List the top 5 courses you promote to enrol students into VET sector:

#	Details
1.	
2.	
3.	
4.	
5.	

Section 3 — Agency Staff Involved in Recruiting

List all staff who will interact with prospective VSC students

#	Full Name	Position / Title	Country / Location	Email
1.				
2.				
3.				
4.				
5.				

Section 4 — Services Provided to Students

Select all services your agency provides

Services provided to prospective and enrolled students (select all that apply):

- | | | |
|---|---|--|
| ☐ Student counselling | ☐ Pre-departure briefing | ☐ Visa application assistance |
| ☐ Follow-up with parents/guardians | ☐ Accommodation assistance | ☐ Airport pickup arrangement |
| ☐ Other (specify below) _____ | | |

Do you charge students additional fees for the above services? Yes No

If yes, please describe fees charged (optional: amounts / service breakdown) _____

Section 5 — Promotion Strategy

How you market international education and VSC

How do you promote international education to prospective students? * (e.g., digital channels, events, social media, fairs, etc.)?

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How will you specifically promote Victorian Skills College (VSC)? (please describe your planned strategy for VSC)

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Section 6 — Referees

Please provide two referees from Australian educational institutions (Reference 1 is mandatory)

Reference 1

Organisation Name:

Contact Person:

Position:

Address:

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Telephone..... email

Reference 2

Organisation Name:

Contact Person:

Position:

Address:

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.....

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Telephone..... email

Section 7 — Declaration and Authorisation

Please read carefully before signing

Important Notice

As our authorised education agent, you are responsible for your actions in marketing VSC courses. We expect you to market all courses with integrity and accuracy as outlined in the **National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)** and the **Education Services for Overseas Students Act 2000 (ESOS Act)**.

By signing below, you confirm that you have read, understood, and will comply with these legislative requirements.

Confirmation☐ Yes, I confirm that I have read and understand this act.

Name of Education Agent.....

Education Agents Signature Date.....

Section 8 — Required Attachments (RTO Office Use Only)*To be completed by VSC staff upon receipt of application*

Item	Supplied	Verified	Approved by RTO CEO
Evidence of business registration	☐	☐	
Accountants or lawyers' reference	☐	☐	
Character references	☐	☐	
Completed Education Agent's Agreement	☐	☐	

Assessed by (Name & Position)

VSC Staff Signature Date.....

Outcome: ☐ Approved ☐ Declined ☐ Pending