



Decode College

success through endeavour

SC7.2-I: Education Agents Application Form

Company Details and Background
Company / Business Name:
Trading name (if different from Company name)
Company/ Business Registration Number:
Years Established:
Name of Director/ CEO:
Town and Country of Company/ Business Registration:
Business Address
Phone:
Email:
Website:
Please describe your business activities
Number of staff:
Number of international offices:
Locations of International Offices:

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Director and Employee Details
Person 1
Name:
Position:
Qualifications and previous experience:
Membership of education agent professional bodies:
Person 2
Name:
Position:
Qualifications and previous experience:
Membership of education agent professional bodies:
Person 3
Name:
Position:
Qualifications and previous experience:

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Membership of education agent professional bodies:

Potential Markets and Services to be Provided

What are your target markets?

What marketing strategies will you use to promote our courses?

Please outline any support services that you offer prospective students.

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Do you charge students any fees for your service? If YES, please provide details of the services and relevant fee for each.

Agency Performance and Compliance

How many Australian education institutions are you currently representing?

How many students have you referred to Australian educational institutions in the past 2 years?

Please briefly outline how you and your organisation will fulfil your responsibilities as an education agent as required by the National Code 2017.¹ Please attach additional information such as company flyers etc. if required.

Have you or any of your staff completed the Education Agents Training Course (EATC) available through www.pieronline.org?

☐ Yes ☐ No

If YES, please list who has completed the course and provide a copy of the certificate.

Do you have a comprehensive understanding of the requirements of the ESOS Act and National Code?

☐ Yes ☐ No

Do you regularly monitor the DIBP website (www.immi.gov.au) and the Department of Education and Training website?

☐ Yes ☐ No

Are you willing to comply with our requirements regarding advertising, course materials and application procedures, and provide accurate information to students?

☐ Yes ☐ No

Are you prepared to use the marketing materials provided by Sydney Centre for Finance Studies to promote our courses?

☐ Yes ☐ No

¹ See Schedule 1 for more information.

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Additional Information
Please provide any other information that you think will support your application.
References
Please provide details of at least 3 Australian educational institutes that we can contact for a reference.
Institution 1
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them
Institution 2
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them
Institution 3
Name of Institution
Contact Person
Position
Phone Number
Email Address
Dates when you worked with them

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Checklist

	Yes	No
Have you or any of your staff completed the Education Agents Training Course (EATC) available on: www.pieronline.org ?		
Do you have the knowledge and a good understanding of the requirements of the ESOS Act and National Code?		
Do you regularly monitor the Australian Department of Home Affairs (https://www.homeaffairs.gov.au/) and the Department of Education and Training Website (https://education.gov.au/)?		
Do you always act ethically, honestly and in the best interest of overseas students?		
Do you understand and advise students coming to Australia on a student visa that their primary purpose must be study and that they must study full time?		
Are you willing to comply with the requirements of Decode College regarding advertising, course materials and application procedures, and provide accurate information to students?		
Are you prepared to use Decode College's materials to promote our courses?		
Has the registered owner or staff of the agent company even been convicted of a criminal offence?		
Has the company or registered owner ever been declared bankrupt?		
Are the answers and details provided in this application form are true, accurate and complete?		
Have you read and do you agree to the privacy statement provided below?		
Do you authorise us to contact the referees listed to collect information about your conduct and services?		
Have you read our Agent Policy and Procedure on our website: https://www.decode.nsw.edu.au/partners ?		

Privacy Statement: All information collected, used or disclosed by Sydney Centre for Finance Studies trading as Decode College is confidential and is protected by the Privacy Act 1988 and other relevant legislation. Sydney Centre for Finance Studies trading as Decode College policy is outlined in our Privacy Policy, available from our website. Information about agents or students may be made available to Commonwealth and State agencies if we are required to provide the information by law.

Signature:

Date: / /

Printed Name:

Please return this form along with supporting evidence via email to manager@decode.nsw.edu.au.

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Schedule 1 – Compliance with Standard 4 Explained

Education agents are an important part of the international education sector in Australia and an important part of Sydney Centre for Finance Studies trading as Decode College's business.

To ensure we remain compliant Standard 4 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018, we must ensure that our education agents act ethically, honestly and in the best interest of overseas students. To do so, we must:

- have a written agreement with each education agent we engage with;
- enter and maintain education agent details in Provider Registration and International Student Management System (PRISMS);
- ensure education agents have appropriate knowledge and understanding of the Australian International Education and Training Agent Code of Ethics;
- ensure education agents act honestly and in good faith;
- take immediate corrective action, or terminate a relationship if an agent (or an employee or subcontractor) is not complying with the National Code; and
- not accept overseas students from an education agent if we know or suspect that the education agent is engaging in unethical recruitment processes.

What processes do we take to ensure our agents comply with the National Code?

We require all our agents to have completed the Education Agents Training Course (EATC) available through www.pieronline.org or similar accredited body. To ensure all our agents are certified, we request all agents provide a copy of their certification with when applying to become our agent.

If we become aware that an agent is not complying with the National Code or associated Australian laws, we reserve the right to take immediate corrective action.

Conflict of Interest

We take all reasonable steps to avoid conflicts of interest and reserve the right to take corrective action if we become aware of a conflict of interest. Agent conflict of interests include, but are not limited to:

- when the agent charges services fees to both overseas students and registered providers for the same service;
- where an education agent has a financial interest in a private education provider; or
- where an employee of an education agent has a personal relationship with an employee of the education provider.

More information

More information regarding agent responsibilities when representing us are contained in our Education Agent Policy and Procedure, available on our website: <https://www.decode.nsw.edu.au/partners>.