



Instructions:

Please use Black or Blue Pen to complete the application. Print details where applicable.
Only complete applications will be accepted and must include all required documentation – please refer to the checklist at the end of the application form
Return complete application to: admin@gie.edu.au

***Business Registration**

Legal Name					
Trading Name					
Business Address					
Suburb		State		Post Code	

***Contact Information**

Mobile		Phone		Fax	
Email					
Website					

***History**

No of Years in Business		No of Counsellors:	
No of Years the Primary Business has being operating as Education Agent?			
No of Years Primary Business has being recruiting for Australian Education Sector?			
No of International Students recruited to Australia in the Past Year?			

***Business Details**

Business Registration Details (ABN / CAN) <i>If registered in Australia</i>	
Details of Membership of Professional Associations:	

Staffing : Details of agent's staff engaged in recruiting students:

Name	Position	Qualification



*Infrastructure

Do you have sub offices?

☐ Yes ☐ No

If "YES"- Please attach a list of all the sub offices including relevant contact details (Email, Phone, Contact Person) in an additional sheet

Do you work with Sub Agents?

☐ Yes ☐ No

If "YES"- Please attach a list of all the sub offices including relevant contact details (Email, Phone, Contact Person) in an additional sheet

*Company History

In order for us to obtain better understanding of your organisation, culture and experience, please attach your Company Capability Statement including :

- Number of Years of Operations
- Number of Current Staff
- Services Provided
- Any other information relevant to the operations of the business

*Suitability Checklist

Have you or any of your staff been convicted of a criminal offence, or have charges pending for a criminal offence?

☐ Yes ☐ No

If "Yes", Please provide details:

Has your agency or any staff member of your agency have been convicted or charged with any offence under corporate or regulatory law?

☐ Yes ☐ No

If "Yes", Please provide details:

Has this agency previously operated under a different trading name and being pounced insolvent or bankrupt ?

☐ Yes ☐ No

If "Yes", Please provide details:

*ESOS Act and National Code 2018

Have you read and understood your obligations under the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (The National Code) <https://www.legislation.gov.au/Details/F2017L01182> ?

☐ Yes ☐ No

If appointed, do you agree to abide by the provision of the National Code?

☐ Yes ☐ No

*Business Services ?

Please indicate the services provided to students?

☐ Student Counselling ☐ Follow up with parents ☐ Filled Application Form

☐ English Testing ☐ Pre Departure Briefing ☐ Visa Application

☐ Welfare Provision ☐ Arranging Accommodation ☐ Post Admission Welfare

☐ Others (*Please Specify*)



***Affiliations**

Please list at least two other Australia Educational Institution with whom you are accredited or work (E.g TAFE, University, and Private College)

***Reference:**

Please arrange for two education provider references, in support of your submission. Australian based education institution referees are preferred. References must be current, and provided by referees with whom you currently have an active working relationship.

Name of Referee 1:		Name of Referee 2:	
Position		Position	
Institution Name		Institution Name	
Phone		Phone	
Email		Email	

***Market Knowledge**

Please realistically estimate the number of students (*long-term education sector 500 visa subclass students*) you could recruit for **Global Institute of Education** in the next 3 study years:

Year 1		Year 2		Year 3	
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Based on your current business plan and resources, please detail how you would propose to promote Ironwood Institute in order to secure the proposed student recruitment figures listed above (please tick relevant boxes):

- | | | |
|---|---|---|
| <input type="checkbox"/> Fairs / Exhibitions | <input type="checkbox"/> In- Office Parent Seminars | <input type="checkbox"/> In Office Student Interviews |
| <input type="checkbox"/> Social Media | <input type="checkbox"/> School Visitation Program | <input type="checkbox"/> Print /Mail |
| <input type="checkbox"/> Partnership Programs | <input type="checkbox"/> Others (<i>Please Specify</i>) | |

***Recruiting**

Please list all countries from which you will recruit students for Ironwood Institute. In particular, please list specific cities/states/provinces that you plan to focus on to recruit international students from and why.



***Training & Qualification (Staff)**

Have your counsellors/staff responsible for the Australian education sector completed an AEI Education Agent Training Course (EATC)*? ☐ Yes ☐ No

*The EATC is compulsory and appointment with Ironwood is subject to submission of your EATC within three months of application. Information on the course can be found at <https://eatc.onlinetrainingnow.com/courses/education-agent-training-course>

***Checklist**

Please include ALL the documentation listed below to support your application (check appropriate box):

<input type="checkbox"/>	Completed application form and signed declaration attesting to an understanding and compliance with all laws and regulations, especially laws pertaining to Consumer Protection of Australia and/or country in which the agent is operating (included in this form) (refer to www.consumerlaw.gov.au for more information)
<input type="checkbox"/>	Copy of business registration (where applicable, certified English translation)
<input type="checkbox"/>	Copy of Certificate of Attainment, AEI – Education Agent Training Course (EATC) or evidence of completion of the course. For more information please go to www.pieronline.org
<input type="checkbox"/>	Company Profile including number of years your company has been operating, number of staff and services
<input type="checkbox"/>	Marketing Initiatives of the last 12 months
<input type="checkbox"/>	All publications and promotional materials provided to students (including web details)
<input type="checkbox"/>	Two education provider referee references, in support of your submission. Australian based institution referees are preferred.

***Declaration:**

- I,/We _____ of _____
(Applicant Name) (Company Name)
declare that the answers and information provided in this application are complete and accurate and that all information pertinent to this application has been fully disclosed, irrespective of whether or not such information was specifically requested.
- I/we declare that I/we have an understanding of all relevant laws and regulations of Australia and in countries where we recruit students, in particular those laws pertaining to consumer protection, the ESOS Act and the National Code 2018.
- I/we declare that any Conflict of Interest or perceived Conflict of Interest will be handled in an appropriate manner in accordance with ESOS requirements.
- I/we confirm my/our obligation to comply with such laws and regulation at all times, including any amendments from time-to-time.
- I/we authorise the **Global Institute of Education**, to contact my/our referees and collect any information or details as required.
- I am/we are aware that Ironwood Institute, may conduct a due diligence check and is under no obligation to approve my/our application for agency agreement

Signed		Date	
Print Name			