



F14- Education agent application form

**EDUCATION AGENT APPLICATION FORM
FOR THE RECRUITMENT SERVICES OF INTERNATIONAL STUDENTS
FOR Melbourne City Institute Pty Ltd Trading as Australian City Design College**

(Please note all particulars must be completed. Print clearly and use BLOCK letters only)

Registered Company Name	
Trading Name (if different from above)	
A.C.N	
or A.B.N	
Full name(s) of Proprietor(s) or Director(s)	
Year established	
Website Email	
Phone and Fax Mobile	
Address (include Postcode and Country)	

1. Please indicate the services you provide or intend to provide for international students

Education

Migration

Melbourne City Institute Pty Ltd T/A Australian City Design College	ABN: 87618364319	RTO: 45353 CRICOS: 03684J
Suite 802, 343 Little Collins Street, Melbourne VIC 3000 Australia	Ph: +613 8640 9958	www.acdc.edu.au
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2. Please indicate the number of entire staff and their full names; including student advisers and counselors (if any). Attach further pages as required.

1-2

3-5

more than 5

3. What services do you provide to international students? Please include details of your services below. Attach further pages if required.

4. Are you a member of an agent's association within your country? E.g. **MARA** Australia. Please provide details below.

5. Which countries do most of your student referrals originate from?

6. How do you intend to keep your employed staff informed about ACDC; including new and or updated information in regards to scope of registration, business details, training and education? Please include details.

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7. Please list two or more Australian institutions, including their contact details that you/organization has valid and current partnership agreements with in regards to recruitment services of international students. Please note the Australian institutes listed below will be used as referees.

Institution Name and website details	Name and number of contact person	Email of contact person

EDUCATION AGENT CODE OF CONDUCT

ACDC with leading Australian education organizations have formulated an education agent Code of Conduct to form the basis of developing a professional relationship between ACDC 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 safeguard the interests and welfare of our students. There are two main areas of the **Agent Code of Conduct**. These are:

● ACDC Responsibilities

1. ACDC fosters and maintains a learning environment that is conducive to the success of all students.
2. ACDC has demonstrated a strong capacity to deliver the nominated course(s), provide modern and up to date facilities and use appropriate, valid, sufficient and current teaching and assessment methods and materials.
3. ACDC undertakes to market all education and training products with absolute integrity, accuracy and professionalism.
4. In the provision of information, ACDC will make no false or misleading comparisons with any other provider or course.
5. ACDC strives to provide accurate, relevant and up to date information to agents and students prior to course application and enrollment procedures.
6. ACDC undertakes to provide all enrolled students with;
 - i. Orientation/Induction
 - ii. Student Handbook
 - iii. All necessary course materials

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● **Agent Responsibilities**

1. The Education agent is aware of their responsibilities as defined in the **National Code established under the ESOS Act 2000** and in particular that in representing ACDC, the Education Agent acts as a servant of ACDC, and 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 Practice as they may occur from time to time.
2. 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 ACDC.
3. The Education Agent agrees to ensure that all student selection decisions comply with equal opportunity legislation.
4. The Education Agent agrees to employ appropriately qualified staff, or to train all staff that will assess the extent to which the applicant meets the per-requisites of the course for which they are applying based on the applicant's qualifications and proficiency.
5. The Education Agent undertakes to follow the enrollment procedures as published by ACDC and to make available all original applicant documentation to ACDC upon request.
6. The Education Agent agrees to ensure that all applicant information collected as part of the application and enrollment process is securely kept and that the handling and divulging of all applicant information complies with Australian Privacy Legislation.
7. In representing ACDC, the Education Agent, agrees to abide by Items 1. to 7. of the Agent Responsibilities as outlined above and contained within the Education Agent Code of Conduct.
8. In representing ACDC, the Education Agent confirms that they have never been convicted of engaging in dishonest or deceptive practices.

Declaration

I _____ of _____ Position: _____

declare that I am free of any convictions of engaging in dishonest and or deceptive practices.

Signature _____ Date: _____

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