



AGENT APPOINTMENT PROCESS – GOVERNMENTSCHOOLS AND TASTAFE

16 April 2014

Thank you very much for your interest in representing **Government Schools** and the **TasTAFE**. Our office, Government Education and Training International provides a single point for the marketing and student recruitment activities together with enrolment and admissions for all Tasmanian government providers. Our procedure for appointing new education agents is below:

Stage 1 - AGENT APPLICATION

Please complete the attached **Agent Application form, and return it to us by fax or email**. This requires you to answer some questions, provide the names of referees at Australian institutions who can verify the quality of your recruitment efforts, and sign a declaration which binds your company to comply with *Australia's Education Services for Overseas Students Act 2000* (ESOS Act), and National Code of Practice 2007 (the Code). Information about this legislation can be found at

<https://aei.gov.au/regulatory-information/pages/regulatoryinformation.aspx>

If you have not already done so, we recommend that you complete the **Australian Education Agent Training Course**. To access this course, refer to

<http://eatc.pieronline.org/>

In the mean time, we will accept applications from you for students who wish to study in Tasmania.

Stage 2 – AGENT AGREEMENT

If your Agent Application is approved (usually after you have successfully recruited and enrolled a student) we will send our formal Agent Agreement. The Agent Agreement sets out your responsibilities as a representative, and our responsibilities as the marketing and recruitment unit of the providers. The Agreement also provides information about our processes for monitoring your activities and actions we will take if you do not fulfil your responsibilities. The Agreement provides information about how to claim commission, which is set at 15% of the first year course fee (or 15% of the total course fee if the study period is less than 12 months) for any students recruited by you who enrol in either the TasTAFE, or a Government School in Tasmania.

The Agent Agreement binds you to comply with ESOS Act and the Code. We request that you read this Agent Agreement carefully, sign and return to us within 30 days.

We will continue to accept applications from you for students who wish to study in Tasmania during this time.

Stage 3 – AGENT AGREEMENT ACCEPTED, AGENT CONTACT DETAILS COMPLETED

When your Agent Agreement has been signed and returned to us, we will also send an Agent Certificate and mail/email our course guides for your use in promoting Tasmanian government institutions.

Stage 4 – APPOINTMENT AS A REPRESENTATIVE AND ONGOING RECRUITMENT OF STUDENTS

Your status as a representative of Tasmanian Government Schools and the TasTAFE will be renewed subject to a performance review and your compliance with the ESOS Act and the Code.

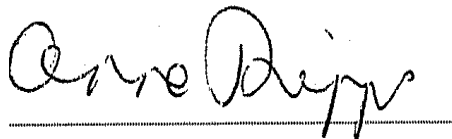
Once again, thank you for your interest in Tasmania. We trust you will give prospective students every assistance with course guidance, completion of application forms and visa paperwork. Our website is a very useful guide, with course information and application forms. Please visit:

<http://international.education.tas.edu.au>

Please feel free to contact us at any time for further information or assistance. Our email address is
info@geti.tas.gov.au

We look forward to receiving your completed Agent Application, and welcoming your students to Tasmania.

With kind regards



**Anne Ripper
Executive Manager
Government Education and Training International**