



Department for Education, Children and Young People

GOVERNMENT EDUCATION AND TRAINING INTERNATIONAL

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CRICOS Provider: 03041M(TasTAFE)/ 03352G(School)



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Dear Partners,

Agent Appointment Process Tasmanian Government Schools and TasTAFE

Thank you very much for your interest in representing Tasmanian **Government Schools** and **TasTAFE** as an education agent. Our office, Government Education and Training International (GETI), is responsible for the marketing, student recruitment activities, enrolment and admissions procedures for all Tasmanian Government education providers.

Our procedure for appointing new education agents is below:

Stage I – Agent Application

Please complete the **Online Agent Application form** <https://study.tas.gov.au/agents/registration> and **submit it online.**

You will be required to 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 2000), and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (the National Code 2018).

Information about this legislation can be found at:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>

To be a registered education agent for GETI, you are required to complete the **Australian Education Agent Training Course**. To access this course, refer to:

<https://www.icef.com/academy/courses/education-agent-training-course-eatc/>

Stage 2 – Student Application Before Agent Agreement

If your agency already has a prospective student who is ready to apply for the course, you can submit the application on behalf of the student. Please follow the instructions for 'How to submit an application from the Student Portal.

Stage 3 – Agent Agreement

If your Agent Application is approved, we will send our formal Agent Agreement. The Agent Agreement outlines responsibilities for GETI as the education provider and your agency in complying with ESOS Act 2000 and National Code 2018. The Agent Agreement also outlines GETI's commission policy and scenarios by which this agreement may be terminated.

We request that you read this Agent Agreement carefully and sign and return it to us within 30 days.

Stage 4 – 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 education providers.

Stage 5 – Appointment as a Representative and Ongoing Recruitment of Students

Your status as a representative of Tasmanian Government Schools and TasTAFE will be renewed within two years of the original agreement subject to a performance review and your compliance with the ESOS Act 2000 and the National Code 2018.

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: www.study.tas.gov.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.

Kind regards,



WARWICK CLARK
ASSOCIATE DIRECTOR

Government Education Training International