



### Education Agent Application

The provider engages with a network of education agents to represent and promote its training products to intending overseas students. Our agents assist these students with the application process and promote our courses internationally.

We only engage education agents who have appropriate knowledge and understanding of the overseas education system in Australia, including the Australian International Education and Training Agent Code of Ethics. This may be demonstrated by undertaking the Education Agents Training Course (EATC) offered by PIER (Professional International Education Resources) and providing evidence of having completed the Qualified Education Agent Counsellor (QEAC) qualification or evidence of being a Registered Migration Agent or Registered Legal Practitioner.

**Express your Interest**

Please complete this form if you wish to become an Education Agent with us. We recruit agents in line with our current business plan and strategies.

All fields are mandatory unless stated otherwise. Please complete all fields and attach the required supporting information with your application form. Incomplete forms and incorrect documentation may not be processed. You may have an existing Agent Profile or Business Plan that includes the information requested in the form. You can use this as an attachment and indicate the same in your responses (e.g. *Refer to XYZ Agent Business Profile*).

You must include in your application details of at least two (2) referees within this application.

We appreciate your interest in becoming an education agent with us and endeavour to acknowledge the receipt of your application within 48 hours. We will complete a full review of your application and inform you of the outcome within seven (7) business days.

If your application is approved, you will be sent a written agreement, 'Education Agent Agreement', formalising an ongoing and significant relationship for you (the Agent) to represent us for the purpose of the recruitment of suitable students. It states the duties and obligations of each party, including the operating terms and conditions.

Please return the completed form to us by post or email:

**Postal Address:** [Click or tap here to enter text.](#)

**Email:** [Click or tap here to enter text.](#)

If you need any assistance in completing this form, please contact our office at [Click or tap here to enter text.](#) or via the above-mentioned email.

© Compliance Crew 2025		Education Agent Application Form		Version:	1.0	Page 1
RTO Name:	Oceania College of Technology	RTO Code:	40995	CRICOS Code:	03413K	



## Education Agent Application

Part 1: Education Agent Details			
Name of the legal entity:	Click or tap here to enter text.		
Trading name:	Click or tap here to enter text.		
Head Office Address:	Click or tap here to enter text.		
	State: Click or tap here to enter text.	Country: Click or tap here to enter text.	Postcode: Click or tap here to enter text.
Postal Address:	Click or tap here to enter text.		
	State: Click or tap here to enter text.	Country: Click or tap here to enter text.	Postcode: Click or tap here to enter text.
ABN / ACN (Australian-based):	Click or tap here to enter text.		
Business / Company Registration Number (non-Australian business)	Click or tap here to enter text.		
Total number of offices:	Click or tap here to enter text.		
Trading locations	Click or tap here to enter text.		
	Click or tap here to enter text.		
Principal Agent(s):	Click or tap here to enter text.		
Phone:	Click or tap here to enter text.		
Email:	Click or tap here to enter text.		
Website:	Click or tap here to enter text.		

Part 2: Business Background	
<b>Description of core business:</b>	
Click or tap here to enter text.	
Number of years in the business:	Click or tap here to enter text.
Current number of employees:	Click or tap here to enter text.
<b>Is your office involved with any other business (for example, a travel agent, a migration agent, a law firm)?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If YES, please outline the relationships below)</i>	
Click or tap here to enter text.	



<b>Part 2: Business Background</b>			
<b>How many students do you recruit each year for study?</b>			
Click or tap here to enter text.			
<b>Which country/s do you send most students to?</b>			
Click or tap here to enter text.			
<b>List the Australian VET or Higher Education providers that you currently refer students to and that you represent.</b>			
Click or tap here to enter text.			
<b>Do you hold any current memberships in a National Organisation or Association for the placement of overseas students?</b>			
<input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If YES, please outline the memberships and provide evidence of the same)</i>			
Click or tap here to enter text.			
<b>What services are offered to intending overseas students by your organisation?</b>			
<input type="checkbox"/> Student counselling	<input type="checkbox"/> Follow up with parents	<input type="checkbox"/> Travel agent	<input type="checkbox"/> English testing
<input type="checkbox"/> Migration services	<input type="checkbox"/> Pre-departure briefing	<input type="checkbox"/> Home stay/guardianship	<input type="checkbox"/> Other (specify below)
Click or tap here to enter text.			
<b>Do you charge any fees for your services to the intending overseas students?</b>			
<i>Briefly outline the details of the services and relevant fees for each below.</i>			
Click or tap here to enter text.			
Click or tap here to enter text.			

<b>Part 3: Proposed services</b>	
<b>What regions do you intend to target to promote our courses? Briefly describe your strengths in these regions and why you would like to target these regions.</b>	
Click or tap here to enter text.	



<b>Part 3: Proposed services</b>
<b>What are the main characteristics (e.g., income, age, background, etc.) of your potential target market?</b>
Click or tap here to enter text.
<b>What are the training products that would be of interest to intending overseas students in this region?</b>
Click or tap here to enter text.
<b>What are the support services that you can offer to intending overseas students in this region?</b>
Click or tap here to enter text.
<b>What are the most effective marketing strategies to apply in this region?</b>
Click or tap here to enter text.
<b>What is the most suitable time of the year for a marketing trip in this region and a visit to your office for the purpose of recruiting students?</b>

<b>Part 4: Compliance affirmations</b>		
Do you regularly monitor the Australian Department of Home Affairs website <a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a> ?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you regularly monitor the Department of Education website ( <a href="https://www.education.gov.au/international-education">https://www.education.gov.au/international-education</a> )?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you and your key staff have a comprehensive understanding of the requirements of the VET sector, international Education in Australia, Education Services for Overseas Students (ESOS) Act 2000 and the National Code 2018? <i>Briefly outline below the steps you have taken to comply with your obligations.</i>	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Click or tap here to enter text.		
Do you ensure that the students coming to Australia on a student visa have a primary purpose of studying and notify them of their requirement to study full-time?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you understand that you must not make any guarantees about achieving permanent residential status in Australia, and that you can refer students to the DHA for further information on this issue?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Are you willing and have the existing know-how to comply with OCT requirements in relation to advertising and course material, application procedures and providing information to students?	<input type="checkbox"/> YES	<input type="checkbox"/> NO



Part 4: Compliance affirmations		
Are you willing and prepared to only use marketing materials and information provided by OCT to promote its courses?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you, your business, or any key staff have any actual, perceived, or potential conflict of interest that could affect your role as an agent for OCT? If YES, you must complete the Conflict of Interest Declaration form.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Have you, your business, or any key staff ever been: <ul style="list-style-type: none"> <li>declared bankrupt or insolvent?</li> <li>convicted of a criminal offence (excluding minor traffic offences)?</li> <li>terminated or suspended by another education provider?</li> <li>subject to regulatory investigation or sanction in Australia or overseas?</li> </ul> If yes, provide details below: Click or tap here to enter text.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

### Part 5: Key Staff Background

\* Education Agents Training Course (EATC) from PIER or equivalent

\*\*Memberships of any National Association or Organisation for placement of students overseas

No.	Full name	Position	Background qualifications and experience	EATC*		Visited, studied or worked in Australia		Memberships**
				YES	NO	YES	NO	
1				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



**Part 6: References**

Please provide below details of at least two (2) Australian educational organisations (VET or Higher Education) that we can contact for a reference.

**Reference 1**

<b>Name of the organisation:</b>	Click or tap here to enter text.
<b>Contact person name:</b>	Click or tap here to enter text.
<b>Position:</b>	Click or tap here to enter text.
<b>Phone number:</b>	Click or tap here to enter text.
<b>Mobile:</b>	Click or tap here to enter text.
<b>Email Address:</b>	Click or tap here to enter text.
<b>Relationship:</b>	Click or tap here to enter text.
<b>Period you worked with them:</b>	Click or tap here to enter text.

**Reference 2**

<b>Name of the organisation:</b>	Click or tap here to enter text.
<b>Contact person name:</b>	Click or tap here to enter text.
<b>Position:</b>	Click or tap here to enter text.
<b>Phone number:</b>	Click or tap here to enter text.
<b>Mobile:</b>	Click or tap here to enter text.
<b>Email Address:</b>	Click or tap here to enter text.
<b>Relationship:</b>	Click or tap here to enter text.
<b>Period you worked with them:</b>	Click or tap here to enter text.

**Reference 3**

<b>Name of the organisation:</b>	Click or tap here to enter text.
<b>Contact person name:</b>	Click or tap here to enter text.
<b>Position:</b>	Click or tap here to enter text.
<b>Phone number:</b>	Click or tap here to enter text.



Part 6: References	
<b>Mobile:</b>	Click or tap here to enter text.
<b>Email Address:</b>	Click or tap here to enter text.
<b>Relationship:</b>	Click or tap here to enter text.
<b>Period you worked with them:</b>	Click or tap here to enter text.

Part 7: Declaration	
<b>In signing this Application, I declare that:</b>	
I understand my obligations as an international education agent under the ESOS Act 2000 and National Code 2018.	<input type="checkbox"/> YES <input type="checkbox"/> NO
The information provided in this application is true, accurate and complete.	<input type="checkbox"/> YES <input type="checkbox"/> NO
I authorise the provider to contact the referees listed in this application and collect feedback on my performance and conduct.	<input type="checkbox"/> YES <input type="checkbox"/> NO
I understand that the submission of this application does not constitute my appointment as an Education agent of the Provider. Subject to approval of this application, I will be required to enter a written agreement and undergo an induction with the provider.	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Authorised Signatory Name:</b>	
<b>Position:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Document Checklist (Attach all that apply)**

- Completed and signed application form
- Proof of business registration/incorporation
- QEAC/EATC certificates for key staff
- Migration Agent Registration evidence (if applicable)
- Sample marketing materials
- Conflict of Interest Declaration (if applicable)