



Australian Careers Education Pty Ltd

CRICOS No: 03219A RTO No: 22424 | 347-351 Victoria Street, Brunswick, VIC 3056
Phone: +61 3 9380 1414 | Facsimile: +61 3 9380 1811 | Email: agents@ace.vic.edu.au | Website: www.ace.vic.edu.au

AGENT APPLICATION FORM

This form is to be completed by all agents intending to engage with Australian Careers Education Pty. Ltd. for purposes of recruiting overseas students. This form is to be returned to ACE together with the required documentation listed in Part 7 below. Completion of this form does not result in automatic approval of appointment.

The information collected on this form is acquired by ACE to meet the requirements of engaging a third party and for the fulfilment of a range of legislative requirements, obligations and responsibilities that exist between you and ACE.

Privacy Statement:

The information collected on this form is for the purpose set out above and is protected by the [Information Privacy Policy](#). Your information will not be disclosed without your consent, unless authorised or required by law. Access to the information that ACE holds about you is available to yourself, the CEO and staff of ACE authorised to access the information in the course of their duties. You can request that it be corrected by contacting the [Compliance Manager](#).

To contact the Compliance Manager, please call (03) 9380 1414.

ACE's Privacy Policy is available online <https://www.ace.vic.edu.au/>

1. Company Information (please use BLOCK LETTERS)

Company Name:

Trading Name (if different from Company Name):

Australian Business Number (ABN), if available:

Australian Company Number (ACN), if available:

Migration Agents Registration Authority (MARA) / Overseas Agent ID:

2. Main Office Contact Details (please use BLOCK LETTERS)

Please provide details of the Director/Chief Executive Officer/Main Contact Person for the company.

Contact Name:		Position:	
Phone:		Fax:	
Email:		Website:	
Office Address:			
	Postcode:		Country:

Agent Application Form	Version 5.1	Updated: March 2022
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3. Company Background (please use BLOCK LETTERS)

Description of Core Business:

Year founded:

Years as an Education

Agent:

Please tick the sectors that you promote:

English

VET

Higher Education

Professional Year

What services do you offer to Students?

Number of student counselling staff:

Number of offices (locations): *If you have other office(s), please complete Part 6 below.*

Member of Association/s:

How many students have you referred to Vocational Education Providers (i.e. Registered Training Organisations / TAFEs) in Australia in the last 12 months?

Are you currently working in conjunction with another agent?

Yes

No

If Yes, what is the name of that agency?

If No, have you worked in conjunction with another agent in the past?

Yes

No

If Yes, when did this arrangement cease?

Please tick the market you represent:

Bangladesh

Indonesia

Pakistan

South Korea

China

Malaysia

Philippines

Sri Lanka

Europe

Mauritius

Singapore

Thailand

India

Nepal

South America

Vietnam

Other: _____



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4. Company Portfolio (please use BLOCK LETTERS)

Please state which Australian VET Institutions your Agency currently represents:

Name of Institution	City/State	Period

5. References

List two referees from Educational Institutes that your Agency represents. One referee must be from an Educational Institute in Australia.

Referee 1	Referee 2
Contact Name:	Contact Name:
Position:	Position:
Organisation:	Organisation:
Phone:	Phone:
Email:	Email:
Address:	Address:



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6. Other Offices (if any)

List other offices associated with your Agency: (Please attach another sheet if required)

Company Name:

Contact Name:

Position:

Phone:

Email:

Address:

7. Mandatory Supporting Documents

Please submit a copy of the following mandatory supporting documents:

(Tick the documents you are attaching to this application)

- Business Registration and other relevant documents
- Company Profile
- MARA Certificate (if applicable)
- ISANA Certificate (if applicable) <http://www.isana.org.au/>
- Education Agent Training Course (EATC) Certificate
<https://eatc.onlinetrainingnow.com/courses/education-agent-training-course>

ACE's decision to offer an Agent Agreement will be based on the contents of this Agent Application Form and supporting documents, the Agent's current representation in the region(s) and reference checks.

Please forward the completed application together with copies of above supporting documents to:

Australian Careers Education Pty Ltd

c/o Marketing Manager

Email: agents@ace.vic.edu.au

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8. Declaration

I confirm that the information provided in this application is true and accurate to the best of my knowledge. I authorise ACE to contact my referees, to collect information/details as required.

I am interested in representing Australian Careers Education Pty Ltd (ACE) as and Education Agent for the purpose of recruiting international students and I agree to do so in an honest and professional manner.

I have read the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and agree to adhere to the relevant Standards.

I have read and agreed to adhere to the Australian International Education and Training 'Agent Code of Ethics' from: <https://internationaleducation.gov.au/news/latest-news/Documents/Australian%20International%20Education%20and%20Training%20-%20Agent%20Code%20of%20Ethics.pdf>.

Agent's Signature:

Date (dd/mm/yyyy):

Office Use Only

Reference Check completed and attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Company Profile attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other mandatory supporting documents completed and attached:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
MARA Agents only: MARA number verified on MARA website MARA Portal Reviewed for any Sanctions	<input type="checkbox"/> Yes <input type="checkbox"/> No Sanctions Found	<input type="checkbox"/> No – Explain: _____ <input type="checkbox"/> Sanction Found (attach copy of details)
Agent Website Reviewed (i.e. in line with expectations set out in Education Agent P&P)	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Not Satisfactory, Reason/s: _____
Outcome of Application:	<input type="checkbox"/> Approved	<input type="checkbox"/> Rejected
Processed by:		Date (dd/mm/yyyy):
Approved by:		Date (dd/mm/yyyy):
Notes:		