



RTO NO. 30526

Trustees of Edmund Rice Education
Australia Trading as
ST JAMES COLLEGE
A Catholic School in the Edmund Rice Tradition



EDMUND RICE EDUCATION
AUSTRALIA
CRICOS NO. 00715J

Address: 201 Boundary Street, Brisbane QLD 4000 | Phone: +61 7 3230 8600 | Email: international@stjamescollege.qld.edu.au

AGENCY CRITERIA

Date: _____

Dear Agent

We have received your request to become an official agent for St James College. To proceed from here we will need you to:

- Provide the information listed below—please attach documentation where necessary
- Check off the 'Agent' column (page 3) when you believe you have done so
- Send in the completed application and accompanying documentation to us

An Agency Agreement & Certificate of Representation will be sent once this has been received and approved by the College Principal / Deputy Principal.

ST JAMES COLLEGE AGENCY AGREEMENT WITH:

Business Name			
ABN			
Address			
Company Registration Details			
Phone		Mobile	
Fax		Email	

1. Company Profile

a) Contact of key people at your company

Name	Position	Phone	Email

b) What are the principal's qualifications and background? (Provide copies of certificates and relevant documents)

c) What year did the company start?

d) List any professional organisations your company is a member of:

e) Location of the other offices, both in Australia and offshore

Office	Address	Phone	Email

f) Location and details of any off-shore partners

g) Location and details of any sub-contractors

h) What service does your company provide?

2. Details of past and present experience recruiting students

a) Which education institutions in Australia do you have arrangements with?

b) Approximately how many students do you recruit each year?

c) Details of Geographical area from which you recruit:

d) Which sector/s do you market students for?

3. Familiarity with the Australian Education Industry

a) Are you familiar with the ESOS Act? _____

b) Are you familiar with the National Code 2018? _____

c) Have you completed the Education Agent Training Course (ETAC)? _____

d) Do you have knowledge and understanding of Simplified Student Visa Framework (SSVF)? _____

e) Do you have knowledge and understanding of Australian International Education System and AQF?

f) Do you have knowledge and understanding of the Australian International Education Agent code of Ethics (ACE)? _____

g) Do you have experience in the Education industry generally? _____

h) Do you have experience in any other major business areas? _____

4. References

a) Please provide references from at least 3 organisations. Please provide: an Australian Government Officer/Agency, an Australian School and Agent's choice.

Contact Person	Organisation	Contact Details	Written Reference Attached
			Yes / No
			Yes / No
			Yes / No

Criteria Checklist (please tick)

1.	Company Profile	
	a) Name of key contact people	
	b) Details of principal's background and qualifications	
	c) Number of year experience	
	d) Professional organisations involved with	
	e) Location and details of the offshore offices	
	f) Service provided by the company	
2.	Details of past and present experience recruiting students	
	a) Education institutions in Australia	
	b) Number of students	
	c) Education sector/s	
3.	Familiarity with the Australian Education Industry	
	a) Knowledge of the ESOS Act	
	b) Knowledge of the National Code	
4.	Written References	

For office use only:

Date application received: ____ / ____ / ____ Via (please circle): Fax/Email/Post/Other: ____

Areas requiring further information / documentation:

Documentation received accepted and the college is willing to enter into an agreement with the agency based on this –

Yes / No

Follow up communications:

Agency Agreement Approved by: _____ Position: _____

Date: ____ / ____ / ____