




EDUCATION AGENT

> EXPRESSION OF INTEREST TO BECOME AN AGENT

The Department of Training and Workforce Development and the Department of Education of Western Australia will periodically consider Expressions of Interest from agents to recruit International Fee Paying students into the Government education system. If you would like to be considered for an agent agreement, please complete the following.

 This icon appears in sections where additional documentation must be attached.

Please Note: Handwritten applications will not be accepted.

PART A: CORPORATE DETAILS

Please enter names including the title (Mrs, Miss, Ms, Mr etc) where applicable

Registered company name:

Trading name (if different):

Company registration number and/or Australian business number (ABN):

Name of registered owner/principal (if different):

Name of chief executive officer (if different):

Name of contact person:

Name of signatory of agency agreement/contract

Title (Mrs, Miss, Ms, Mr etc):

Family name: Given name(s):

Position: Email address:

Head office physical company address (to appear on contract)

Number and Street:

Suburb/City: Country: Postcode:

Telephone (country code/area code/number): Mobile:

Website: Email address:

PART B: SERVICES PROVIDED

1. Is your company registered with the Education Ministry / Department / Commission and/or Agent Association in your country?

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2. Outline your company's experience in representing overseas education institutions:

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3. Outline the services provided by your company (e.g. guardianship and/or homestay, application fees, counselling, etc.) and the cost of the services provided:

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4. List the institutions that you recruit for in Australia:

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5. Please provide two relevant referees from educational institutions (including full name, name of institution and email address) in Australia / New Zealand with whom you have had dealings in the capacity of an education agent within the last 12 months:

Referee 1:

Referee 2:

6. Please list what training you and/or your staff have undertaken in relation to the role of an education agent:

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7. Have you and/or your staff completed the Professional International Education Resources (PIER) training? Yes No

8. Please provide information if you are or have any sub agents:

PART C: ATTACHMENTS

 Please provide the following attachments with your application:

Please Note: Your application **CANNOT** be considered if documents are missing.

Copy of business registration (if Australian based please include ABN).

Proposed marketing plan for how you intend to promote TAFE Western Australia (e.g. TAFE colleges, primary and secondary schools, etc.).

A company profile, including a summary of all your company's areas of operations (e.g. Education Agent, Migration Services, etc.).

List of addresses and contact details of ALL offices operating under the company name (or trading name if applicable).

Your company's physical or courier address for delivery of marketing materials (no PO boxes).

Any additional information you feel may be relevant to supporting your application.

Please Note: This application must be completed digitally then printed out and signed by hand. Once completed, you may submit it to TAFE International Western Australia via:

EMAIL: study.tiwa@dtwd.wa.gov.au
(email is preferred)

POST: TAFE International Western Australia
Locked Bag 16
Osborne Park DC 6916

PART D: DECLARATION

Please provide the following attachments with your application:

I, of
(Full name) (Full name of company)

confirm that the details provided are true and accurate to the best of my knowledge.

Name: Signed:

Position: Date:

CHECKLIST

Please check that you have completed all sections of this form. Your application **CANNOT** be processed if it is incomplete.

PART A - CORPORATE DETAILS

PART B - SERVICES PROVIDED

PART C - ATTACHMENTS

PART D - DECLARATION