



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.

Please note that handwritten *Expression of Interest* forms will not be accepted.

PART A: CORPORATE DETAILS

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

Registered company name:

Trading name (if different):

Australian Company Number (ACN) / Australian Business Number (ABN):

Please provide a list of the directors and / or secretary legally able to sign on behalf of company:

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Name of contact person:

How long has the company operated? Number of staff

Head office physical company address (to appear on agency agreement)

Number and street:

Suburb/City: Country: Postcode:

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

Website: Email address:

Courier address for delivery of marketing materials (no PO boxes) if different to the above

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?

Yes - Please provide details No

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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) and the cost of the services provided.

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4. Please list the institutions that you recruit for in Australia.

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5. Please provide two relevant referees from educational institutions in Australia with whom you have had dealings in the capacity of an education agent within the last 12 months.

Referee 1 Name:

Position: Institution:

Contact email address:

Referee 2 Name:

Position: Institution:

Contact email address:

6. Please estimate the number of students your company aims to recruit for TIWA over the next 12 months:

7. Please estimate your split of expected onshore vs offshore recruitment: Onshore:% Offshore:%

8. Nominate the top 3 countries that you recruit students from, and an approximate percentage split of your students coming from these countries:

Country 1:% Country 2:% Country 3:%

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

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

If 'yes', please provide registration number:

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

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12. Please select the recruitment sector that applies to your company: VET School

PART C: ATTACHMENTS

 Please provide the following attachments with your Expression of Interest.

Copy of company business registration documents translated into English.

A list of addresses and contact details of all offices operating under the company name (or trading name if applicable).

Proposed marketing plan for how you intend to promote TAFE International 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).

Any additional information relevant to support your *Expression of Interest*.

Once completed you may submit it to TAFE International Western Australia via email to Agents.TIWA@dtwd.wa.gov.au .

PART D: DECLARATION

I, _____ of _____
(Full name) (Company name)

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

Name: Position:

Signed: Date:

CHECKLIST

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

PART A - CORPORATE DETAILS

PART B - SERVICES PROVIDED

PART C - ATTACHMENTS

PART D - DECLARATION