



Agent Application Form

To become an authorised agent of Australian Engineering College (AEC), complete this form and send it at info@aecollege.vic.edu.au

AGENCY DETAILS

Type of Business: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Incorporated company <input type="checkbox"/> Not for Profit
Legal Name of Entity Trading Name (if applicable):
Name of Owner (s):
Place of Registration:
Date of Registration :
Expiry Date of Registration:
Australian Business Number (ABN) or any equivalent.:
MARA No.:
QAEC No.:
Representing Countries:

CONTACT DETAILS

Name of CEO:	
Contact no:	
Email Address:	
Name of authorised Contact Person:	
Contact no:	
Email Address:	
Head Office Address:	
Website:	

AGENCY PROFILE

Number of Branches:	
Location of Branches:	

AUSTRALIAN ENGINEERING COLLEGE PTY LTD t/a AUSTRALIAN ENGINEERING COLLEGE

Suite 1, Level 5, 398 Lonsdale Street, Melbourne VIC 3000

Agent Application Form | Version no: 1.1

Ph: +61 416 833 424

E: info@aecollege.vic.edu.au

W: www.aecollege.vic.edu.au



Type of courses your clients are interested in:	
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Industrial / Professional Membership Name of Industrial / Professional Body (e.g. ISEAA)	Years of Membership

REPRESENTING AUSTRALIAN EDUCATIONAL INSTITUTES

Name of Institution	Years of affiliation	Number of Students
1.		
2.		
3.		
4.		
5.		

PERFORMANCE

How many students you aim to recruit for Australian Engineering College (AEC) if appointed as an Agent in first year _____.

What kind of student support you can offer to students:

Please provide any other information which you believe is important from student and marketing prospective:

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COMPLIANCE REQUIREMENT

Please provide explanation, how you comply with Standard 4 of National Code 2018 on Education Agents. Please provide your response in with reference to your responsibilities as an education agent. For more detail on standard please click on following link ([Standard 4 of The National Codes 2018](#)) (Attach a separate sheet if you need to provide more information):

Do you have PIER accreditation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have understanding of the ESOS Act 2000 and National Code 2018?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you brief students coming to Australia on student visa requirement to have a primary purpose of Studying and must study full time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
AEC requires agents to comply with AEC marketing and advertising requirements, course materials and application procedures, and provide accurate information to students. Do you agree with that?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you going to use AEC marketing material to promote courses offered by AEC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have PIER accreditation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

REFERENCES

*You must provide at least two (2) references (1 reference should be an Australian Education Provider)

Name of Referee 1:	Name of Referee 2:
Organisation:	Organisation:
Email:	Email:
Contact number:	Contact number:
Position:	Position:



DECLARATION

I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise AEC to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with AEC in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for NVR. I will be representing AEC as an education agent and I agree to do work along with AEC in honest and professional manner.

Name of Authorised Person:

Position:

Signature of Authorised Person:

Date:

DOCUMENT CHECKLIST

- Business Profile
- Business Registration Certificate
- MARA / QAEC Certificate

OFFICE USE ONLY

Agent Approved by:

Date:

Agent Code:

Commission % :

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