

Student Recruitment Agent Engagement Application

with Darwin Institute of Technology (DIT)

1. Company Name:

a) Name of Chief Executive Officer:

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b) Details of Chief Executive Officer's background and qualifications

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c) Number of TOTAL staff: ...

d) Details of key staff members and/or consultants (including the one who has training and certificate on student recruitment & counselling skills)

i.

ii.

iii.

e) Number of years company in existence:

f) Services provided by company

i.

ii.

iii.

More Details, if needed:

g) Contact details (with country & area codes, if any)

Office Phone:	
Official email	

h) Location and detailed addresses of on-shore and off-shore offices

- i.
- ii.
- iii.

i) Location and details of sub-contractors

- i.
- ii.
- iii.

j) Location and details of offshore partners

- i.
- ii.

2. Company Registration Details (including all registration numbers and country of registration)

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3. Details of past and present experience with recruiting students

a) For Australian Sectors (VET/University)	Number of students recruited
b) For all other education sectors	Number of students recruited

4. Familiarity with Australian education industry

- a) Have you read and understood the ESOS Act 2000? Yes No
If "no", do you intend to familiarise yourself with it? Yes No
- b) Have you read and understood the National Code 2018? Yes No
If "no", do you intend to familiarise yourself with it? Yes No
- c) Have you completed the any Agent Training Course? Yes No
If "no", do you agree to complete it in next 3 months? Yes No

Details:

5. Your personal experience within the following:

a) Education industry generally

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b) Any other major business areas

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6. Details of markets from which you recruit:

a) Current geographical area/s you are covering

Geographical area	Characteristics of this geographical area
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b) Details of any potential areas from which you would like to recruit in future

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7. Names of any professional organisations of which you are a member:

- a)
- b)
- c)
- d)

8. Outline of services to be provided to DIT:

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9. Written references: Provide one certificate from one of your customer RTOs with contact details from one referee from that college and attach a copy of this reference with this application form. **Otherwise fill in the below table.**

Referee Name	
College where Referee works	
Referee's official email	
Referees phone number	

DIT will contact this person to verify applicant's details.

Application Signed by Agent:

..... ./. ./.
 Signature of Chief Executive Officer of Applicant Date

Scan and email completed document.

Approval from DIT:

X ./. ./

Application approved by Business Development/Marketing Manager, DIT Date

Attachments:

1. Copy of Business Licences and relevant documents (e.g. ASIC extract)
2. Copy of One Reference letter/name and contact details of one referee OR Agency Certificate from an RTO
3. Copy of QEAC/PIER certification of at least one member of agent organisation (who is in a key position in that organisation) OR interview documented by BDM/CEO
4. Evidence of CURRENT membership of relevant associations (at least one).
5. Website-screen shot of its home page.