

EDUCATION AGENT'S PROFILE

Please note: Your response to this questionnaire and any subsequent agreement with us is an agreement between your organisation and Perth College of Business and Technology (PCBT). This also includes any other RTO acting on PCBT behalf to deliver units within our course scope and any other collaborator identified in writing.

1. Are you a company, ___ partnership, ___ sole trader? ___ (Attach certification of registration)
2. How long have you operated? ___ Years
3. Have you ever traded under any other name? Yes ___ No ___ If yes, please provide details.

4. Locations of offices. (Full Name and Address)

4. Does your main office have: Library, ___ Computing resources, ___ Seminar rooms, ___ TV & video Multimedia, ___

5. Number of staff and position(s).

Name	Position
1	
2	
3	
4	
5	

6. Do you comply with key obligations under the Education Services for Overseas Students (ESOS) legislation? Yes ___ No ___

7. Are staff trained on the ESOS legislation? Yes ___ No ___

8. What methods of marketing do you use? Provide samples of organisation's promotional materials and advertisements. (Attach Documents)

9. List three promotional activities you have conducted over the last year.

1. _____
2. _____
3. _____

10. Give details of membership in or registration with professional bodies.

11. Licences and permits held. (Attach copies)

12. Contact details of three referees from Australian Colleges or Universities with which you have an existing agency agreement. (Attach copies)

13. Convictions for criminal offences by directors, principals or key staff. Yes ___ No ___

If yes, please attach explanatory letter.

14. Current or past legal proceedings against the organization, its directors, principals or key staff.

Yes ___ No ___ *If yes, please attach explanatory letter.*

15. Numbers of students sent to Australia for each of the past 3 years by education sector.

Number of students by sector	Year	Year	Year
	20 __	20 __	20 __

Vocational Education Training (VET)

Higher Education (HE)

Details of the organizations (attach list if insufficient room)

Organisation Name Contact Person Contact Number

1.

2.

3.

4.

5.

16. Numbers of students sent to two other overseas destinations for each of the past 2 years by country of destination and education sector.

1. Country _____ VET _____ HE _____

2. Country _____ VET _____ HE _____

I, _____ a legal representative of _____,

agree that the information that I have provided to Perth College of Business and Technology Agent

Profile is true and correct and the time of submission. I understand that Perth College of Business

and Technology will make an assessment of this organisation's ability to be engaged as an Education Agent based on the information that I have provided.

Signature: _____

COMPANY STAMP

Print Name: _____

Date: _____

Please send your replies with all attachments in writing to:

Postal address:

RTO Manager

Perth College of Business and Technology

PO Box 6889

East Perth 6892

Western Australia.

Ph: +61892021003

Fax: +61892021038

Mobile: +61 411 683 447

Email address: admin@pcbtedu.com.au

Please Note:

Where this Education Agent Profile is submitted electronically, a signed hard copy must be submitted in conjunction with the Agents Agreement Form (MOU).