



RECRUITMENT · AGENT APPOINTMENT

Education Agent Application Form

Apply to represent the Institute of International Studies as an education agent

ABOUT THIS FORM

- **Use this form** to apply to promote IOIS courses and refer students as an approved education agent. IOIS delivers its courses online to students in Australia and overseas. IOIS is not CRICOS-registered, so agents must never refer anyone who holds, or is applying for, an Australian student visa.
- **Send the completed form and supporting documents to info@iois.edu.au.** We acknowledge your application within **3 working days**, then carry out due diligence and referee checks under the IOIS Education Agent Policy and Third Party Policy.
- **If approved**, you will receive the Education Agent Agreement within 10 working days. No marketing, recruitment or referral activity may begin until you have signed the agreement and the Education Agent Code of Conduct and completed the IOIS agent induction. If your application is not approved, we will give you written reasons.

01 BUSINESS DETAILS

LEGAL BUSINESS NAME	TRADING NAME (IF DIFFERENT)		
ABN OR BUSINESS REGISTRATION NUMBER	COUNTRY OF REGISTRATION		
BUSINESS STRUCTURE ☐ Sole trader ☐ Partnership ☐ Company ☐ Other			YEARS IN OPERATION
BUSINESS ADDRESS			
WEBSITE		SOCIAL MEDIA PAGES	

02 PRINCIPAL CONTACT

FULL NAME	POSITION
EMAIL ADDRESS	PHONE NUMBER (WITH COUNTRY CODE)
OTHER STAFF WHO WOULD REPRESENT IOIS (NAME, POSITION AND EMAIL)	

03 EXPERIENCE AND RECRUITMENT ACTIVITIES

DESCRIBE YOUR EXPERIENCE IN STUDENT RECRUITMENT, INCLUDING THE EDUCATION PROVIDERS YOU CURRENTLY REPRESENT
--



DO YOU HOLD ANY PROFESSIONAL ACCREDITATION OR TRAINING? (TICK ALL THAT APPLY)		
☐ Qualified Education Agent Counsellor (QEAC)	☐ Member of a recognised agent association	
☐ Training in Australian VET or consumer law	☐ None	
COUNTRIES OR REGIONS WHERE YOU WOULD RECRUIT	STUDENTS YOU WOULD REFER	
	☐ In Australia ☐ Overseas	
IOIS COURSES YOU WOULD LIKE TO PROMOTE		
☐ BSB50420 Diploma of Leadership and Management	☐ BSB60420 Advanced Diploma of Leadership and Management	
☐ ICT50220 Diploma of Information Technology	☐ ICT60220 Advanced Diploma of Information Technology	
HOW WOULD YOU PROMOTE IOIS? (TICK ALL THAT APPLY)		
☐ Website	☐ Social media	☐ Education fairs and events
☐ Face-to-face counselling	☐ Online counselling	☐ Referrals
☐ Print materials	☐ Other	
ESTIMATED REFERRALS IN THE FIRST 12 MONTHS	DO YOU CHARGE STUDENTS A SERVICE FEE?	
	☐ No ☐ Yes (describe below)	
IF YES, THE FEE AND WHAT IT COVERS		

04 COMPLIANCE AND CONFLICTS OF INTEREST

QUESTION	RESPONSE
Has your business, or anyone in it, ever had an agent agreement terminated by an education provider?	☐ Yes ☐ No
Has your business, or anyone in it, been investigated or sanctioned by a regulator, or found to have breached consumer law?	☐ Yes ☐ No
Does your business, or anyone in it, have a financial interest in another education provider?	☐ Yes ☐ No
Do any of your staff have a personal or business relationship with an IOIS staff member?	☐ Yes ☐ No
Will any of your staff have contact with applicants under 18? (A NSW Working With Children Check is then required.)	☐ Yes ☐ No
Do you intend to use sub-agents? (IOIS's prior written consent is required.)	☐ Yes ☐ No
IF YOU ANSWERED YES TO ANY QUESTION, PLEASE GIVE DETAILS	

05 REFEREES

Please give two referees, preferably education providers you currently represent or have represented.

	NAME AND POSITION	ORGANISATION	EMAIL AND PHONE
1			
2			



06 SUPPORTING DOCUMENTS

DOCUMENTS ATTACHED (TICK ALL THAT APPLY)

- | | |
|---|--|
| ☐ Business registration or ABN certificate | ☐ Photo identification of the principal contact |
| ☐ Current agent agreements or provider references | ☐ Examples of your marketing materials |
| ☐ Professional accreditation certificates (if any) | ☐ Working With Children Checks (if applicable) |

07 DECLARATION

I declare that the information in this application and the attached documents is true, correct and complete. I consent to IOIS verifying it, contacting my referees and carrying out due diligence checks. I understand that:

- submitting this application does not appoint me as an IOIS agent, and I must not promote IOIS or refer students unless and until a written agreement is signed;
- if appointed, I must comply with the Education Agent Agreement, the Code of Conduct, the IOIS Education Agent Policy, the Australian Consumer Law and the Privacy Act 1988 (Cth); and
- IOIS may share information about my agency with ASQA and other regulators where required by law, and false or misleading information is grounds to refuse or end any appointment.

NAME AND POSITION	SIGNATURE	DATE

Privacy notice. IOIS collects this information to assess your application, manage any agreement and meet its obligations as a registered training organisation. It may be shared with ASQA, other regulators and auditors where required by law, and is handled under the IOIS Privacy Policy and the Privacy Act 1988 (Cth).



OFFICE USE ONLY		
DATE RECEIVED	ACKNOWLEDGED (WITHIN 3 WORKING DAYS)	EDUCATION AGENT REGISTER REF.
DUE DILIGENCE CHECK		DONE
Business registration and ABN (or overseas equivalent) verified		☐ Yes ☐ No
Identity of the principal contact verified		☐ Yes ☐ No
Experience and understanding of VET and consumer law obligations assessed		☐ Yes ☐ No
Website, social media and marketing practices reviewed		☐ Yes ☐ No
Conflicts of interest and compliance history reviewed		☐ Yes ☐ No
Two referee checks completed and recorded		☐ Yes ☐ No
RTO MANAGER ASSESSMENT AND RECOMMENDATION		
CEO DECISION		
☐ Approved ☐ Not approved – written reasons sent within 10 working days		
AGREEMENT ISSUED (WITHIN 10 WORKING DAYS)		ASQA NOTIFIED (WITHIN 30 DAYS OR BEFORE WORK STARTS)
RTO MANAGER	SIGNATURE	DATE
CEO (APPROVAL)	SIGNATURE	DATE