



STUDENT RECRUITMENT AGENT APPLICATION FORM
FOR THE RECRUITMENT SERVICES OF INTERNATIONAL STUDENTS
For Menzies Institute of Technology

(Please note all particulars must be completed. Print clearly and use BLOCK letters only)

Registered Business Name	
Trading Name (if different from above)	
A.B.N	
Full name(s) of Proprietor(s) or Director(s)	
Year established	
Full Name(s) of all employed education agents	1. _____ 2. _____
	3. _____ 4. _____
	5. _____ 6. _____
Website	_____
Email	_____
Phone	_____
Mobile	_____
Address (include Postcode and Country)	_____ _____ _____
Postal address (include Postcode and Country)	_____ _____ _____



1. Please indicate the services you provide or intend to provide for international students

Education

Migration

2. Please indicate the number of entire staff and their full names; including student advisors and counsellors (if any). Attach further pages as required.

1-2

3-5

more than 5

3. Do you charge for providing services to international students? If so please include details of your fee structure. Attach further pages as required.

Services	Fee \$

4. Are you a member of an agent's association within your country? E.g. **AAERI** India, **MARA** Australia. Please provide details below.



5. Which countries do most of your student referrals originate from?

China India Philippines Thailand Latin America

Malaysia Vietnam

Others please specify below

6. How do you intend to keep your employed staff informed about Menzies Institute; including new and or updated information in regard to scope of registration, business details, training and education etc.? Please include details.

7. Please list two or more institutions worldwide (preferably from Australia), including their contact details that you/organisation has valid and current partnership agreements with in regard to recruitment services of international students. Please note the institutes listed below will be used as referees.

Institution Name and website details	Name and number of contact person	Email of contact person



STUDENT RECRUITMENT EDUCATION AGENT CODE OF CONDUCT

Education agents must have appropriate knowledge and understanding of the overseas education system in Australia, including the Australian International Education and Training Agent Code of Ethics. The Australian International Education and Training Agent Code of Ethics is based on the London Statement. These requirements ensure education agents adhere to and practice responsible business ethics, and that education agents understand their obligations to provide current, accurate and honest information to overseas students to help them make informed decisions about study in Australia.

The Code outlines a number of standards for agents to follow in an effort to maintain high professional standards in the marketing and delivery of education services and which safeguard the interests and welfare of our students. There are two main areas of the **Agent Code of Conduct**.

These are:

1. Menzies Institute of Technology's responsibilities and;
2. Education Agent responsibilities

Menzies Institute of Technology's Responsibilities

1. Menzies Institute of Technology fosters and maintains a learning environment that is conducive to the success of all students.
2. Menzies Institute of Technology has demonstrated a strong capacity to deliver the nominated course(s), provide modern and up to date facilities and use appropriate, valid, sufficient and current teaching and assessment methods and materials.
3. Menzies Institute of Technology undertakes to market all education and training products with absolute integrity, accuracy and professionalism.
4. In the provision of information, Menzies Institute of Technology will make no false or misleading comparisons with any other provider or course.
5. Menzies Institute of Technology strives to provide accurate, relevant and up to date information to education agents and students prior to course application and enrolment procedures.
6. Menzies Institute of Technology undertakes to provide all enrolled students with;
 - i. Orientation/Induction
 - ii. Student Handbook
 - iii. All necessary course materials
7. Menzies Institute of Technology follows a firm practice in the recruiting monitoring and termination of education agents domestically and internationally to ensure honest and professional representation of Menzies Institute of Technology with the highest integrity.
8. Education Agents will be actively monitored for performance and quality and those not meeting Menzies Institute of Technology's standard will be removed from the register.
9. Menzies Institute of Technology will publish a list of all approved education agents on their website.
10. Menzies Institute of Technology will list all approved agents on Provider Registration and International Student Management System (PRISMS).

Menzies Institute of Technology

355 Spencer Street, Melbourne, VIC. 3003, Australia

Tel: +61 1300 244 002 Fax: +61 3 9328 5879

Email: info@menzies.vic.edu.au

Website: www.menzies.vic.edu.au

RTO: 21834 CRICOS: 02815M ABN: 53 120 653 910

MFM01 Education Agent Application Form [Ver 8]

Version 08 – Updated on 21 April 2022



Education Agent Responsibilities

1. The Student Recruitment Education Agent should be aware of their responsibilities as defined in the National Code of Practice 2018 for Providers of Education and Training to Overseas Students, established under the ESOS Act 2000 and in particular that as a representative of Menzies Institute of Technology, the Student Recruitment Education Agent undertakes to ensure that they and any of their staff are fully informed of any changes to the National Code of Practice as they may occur from time to time.
2. The Student Recruitment Education Agent undertakes to ensure that the recruitment of students is conducted at all times in an ethical and responsible manner and consistent with the requirements of the relevant course or curriculum as detailed in materials published by Menzies Institute of Technology.
3. The Student Recruitment Education Agent agrees to ensure that all student selection decisions comply with equal opportunity legislation.
4. The Student Recruitment Education Agent agrees to employ appropriately qualified staff, or to train all staff that will assess the extent to which the applicant meets the pre-requisites of the course for which they are applying based on the applicant's qualifications and proficiencies.
5. The Student Recruitment Education Agent must not assign this Agreement or any right under this Agreement without the prior consent of Menzies Institute of Technology.
6. If the Student Recruitment Education Agent uses sub-contractors, their names should be listed in this Agreement and the Education Agent must not sub-contract to any other person or party the performance of any of its obligations under this Agreement without the prior consent of Menzies Institute of Technology.
7. Despite any sub-contract, the Student Recruitment Agent remains liable for performing its obligations under this Agreement.
8. All responsibilities applicable to Menzies Institute of Technology's obligations as an RTO in accordance with the Standards for RTOs 2015 apply to the Student Recruitment Agent, by virtue of the agreement between the two. These obligations include:
 - cooperating with ASQA, the regulator by providing data and information as required;
 - complying with advertising and marketing standards;
 - informing prospective learners;
 - dealing with complaints and appeals;
 - collecting fees, and
 - recordkeeping.
9. The Student Recruitment Education Agent will agree to be actively monitored for performance and quality and understands that those not meeting the Menzies Institute of Technology's standards will be removed from the register.

Menzies Institute of Technology



10. The Student Recruitment Education Agent will agree to their name appearing in a list of approved agents published on Menzies Institute of Technology's website.
11. The Student Recruitment Education Agent will agree Menzies Institute of Technology listing them as approved agent on Provider Registration and International Student Management System (PRISMS).
12. The Student Recruitment Education Agent undertakes to follow the enrolment procedures as published by Menzies Institute of Technology and to make available all original applicant documentation to Menzies Institute of Technology upon request.
13. The Student Recruitment Education Agent agrees to ensure that all applicant information collected as part of the application and enrolment process is securely kept and that the handling and divulging of all applicant information complies with Australian Privacy Legislation.
14. In representing Menzies Institute of Technology, the Student Recruitment Education Agent confirms that they have never been convicted of engaging in dishonest or deceptive practices.
15. In representing Menzies Institute of Technology, the Student Recruitment Education Agent, agrees to abide by Items 1. to 15. of the Education Agent Responsibilities as outlined above and contained within the Student Recruitment Agent Code of Conduct.

DECLARATION:

I am interested in representing Menzies Institute of Technology as a Student Recruitment Education Agent and I agree to do so in an honest and professional manner. I agree to:

- Regularly monitor policies and changes to the policies as reported on the DHA website.
- I have read the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and agree to adhere to the relevant Standards.
- I agree to cooperate with the National Regulator (ASQA) as required, in accordance with the Standards for RTOs 2015. I have read and understood the Agent Information Pack on Menzies Institute website and regularly monitor Menzies Institute website for updates.

Full name _____

Position _____

Signature _____ Date _____

Menzies Institute of Technology

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