



## ST HILDA'S SCHOOL GOLD COAST

The Corporation of the Synod of the Diocese of Brisbane –  
Registered CRICOS Provider No. 00510M

### Agent Registration Expression of Interest

Prior to engagement and as evidence of meeting professional conduct standards and understanding of obligations under the 2018 National Code, as an Agent you are required to provide the following information to St Hilda's School

This form is to be completed by a person authorised to act on behalf of the organisation.

Please complete this form and submit via return email with all required evidence for processing to [enrolments@sthildas.qld.edu.au](mailto:enrolments@sthildas.qld.edu.au)

#### 1. COMPANY DETAILS

Company – Business Name

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Trading Name

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Company – Business Registration Number

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Name of CEO

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CEO Background and Qualifications

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Place of Registration

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#### 2. BUSINESS DETAILS

Business Address

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Phone

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Email

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Fax

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Website

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#### 3. BUSINESS PROFILE

MAIN Business Activities and Services

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Years Established

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Number of Staff

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Number of Advisers/Counsellors

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Telephone (+61 7) 5532 4922 Facsimile (+61 7) 5591 5352 Email [principal@sthildas.qld.edu.au](mailto:principal@sthildas.qld.edu.au) 52 High Street, Southport  
Correspondence to: PO Box 290 Southport 4215 Queensland Australia ABN 24 459 030 832 [www.sthildas.qld.edu.au](http://www.sthildas.qld.edu.au)  
The Corporation of the Synod of the Diocese of Brisbane trading as St Hilda's School Registered CRICOS Provider No. 00510M



**LOVE COMPASSION FORGIVENESS HOPE GRACE**

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Number of Off-Shore Offices and Sub-contractors

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Location of Off-Shore Offices and Sub-contractors

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Location and Details of any Off-Shore Partners

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#### 4. DIRECTORS AND KEY PERSONNEL DETAILS

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**Personnel -1** Name

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Position

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Qualifications and Previous Experience

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Membership of Education Agent Professional Bodies

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**Personnel -2** Name

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Position

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Qualifications and Previous Experience

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Membership of Education Agent Professional Bodies

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**Personnel -3** Name

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Position

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Qualifications and Previous Experience

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Membership of Education Agent Professional Bodies

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#### 5. AGENCY PERFORMANCE DETAILS

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How many Australian Educational institutions are you currently representing

Please provide details of each below.

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Please list your experience and total number of students referred to Australian Educational Institutions in the following areas in the last two (2) years.

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Australian and New Zealand Schools

Experience:

Total Students:

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## 6. YOUR RESPONSIBILITIES

Please provide a brief explanation regarding how you and your organisation fulfil your responsibilities as agents with reference to the implied responsibilities of education agents as set out in National Code 2018

Do you have the knowledge and a good understanding of the requirements of the ESOS Act and National Code?

Yes  or No

How could you provide evidence that 'Yes' you do?

Do you regularly monitor the Australian Department of Home Affairs website?

Yes  or No

How could you provide evidence that 'Yes' you do?

Do you regularly monitor the Department of Education, Employment and Workplace Relations website?

Yes  or No

How could you provide evidence that 'Yes' you do?

## 7. DESCRIPTION OF POTENTIAL MARKET & SERVICES

Which are your target markets? Please describe any strengths you have in these markets.

Please outline the support services you can offer students

## 8. REFERENCE CHECK

Please list the names and contact details of three (3) referees (written references to be attached)

### **Referee from an Australian Government Office or Agency**

Main Contact Person

Position

Contact Phone Number

Email

### **Referee from an Australian or New Zealand School**

Main Contact Person

Position

Contact Phone Number

Email

### **Referee from Agents choice**

Main Contact Person

Position

Contact Phone Number

Email

## 9. AGENT CHECKLIST

Please attach copies of the following documents:

- Company/Business registration Certificate
- Business Profile
- Details of Educational Institutions Currently represented
- Written References
- Other relevant materials

## 10. DECLARATION

I \_\_\_\_\_ declare that the answers and details provided in this application are true and accurate to the best of my knowledge and I authorise St Hilda's School to approach referees to collect any information or details as the School may require.

You as the education agent agree to:

- declaring in writing and taking reasonable steps to avoid conflicts of interests with any duties as an education agent representing St Hilda's School (St 4.3.1)
- observing appropriate levels of confidentiality and transparency in dealings with overseas students or intending overseas students (St 4.3.2)
- acting honestly and in good faith, and in the best interests of the student (St 4.3.3)
- having appropriate knowledge and understanding of the international education system in Australia, including the Australian International Education and Training Agent Code of Ethics (St 4.3.4)
- The education agent signs and abides by the conditions of the School's written agency agreement
- The education agent responds appropriately to School monitoring activities and corrective and preventative action, and understands the grounds for termination of agreement as outlined in Standard 4.4 of the 2018 National Code
- The education agent accurately promotes the services and facilities provided by the school and uses up to date marketing materials as supplied by the School.

Signed for the Agent by an authorised officer.

\_\_\_\_\_  
Signature of Officer

\_\_\_\_\_  
Name of Officer (print)

\_\_\_\_\_  
Office held