



RTO NO. 30526

ST JAMES COLLEGE

*A Catholic School in the
Edmund Rice Tradition*



EDMUND RICE EDUCATION
AUSTRALIA
CRICOS NO. 00715J

Address: 201 Boundary Street
Spring Hill QLD 4000
Australia

Phone: +61 7 3230 8600

Fax: +61 7 3839 3058

Email: school@stjamescollege.qld.edu.au

ST JAMES COLLEGE AGENCY APPLICATION CRITERIA

Date: _____

Dear Agent,

We have received your request to become an official agent for St James College. To proceed from here we will need you to:

- Provide the information listed below—please attach documentation where necessary
- Check off the 'Agent' column below when you believe you have done so
- Send in the completed application and accompanying documentation to us

An Agency Agreement & Certificate of Representation will be sent once this has been received and approved by the College Principal / Deputy Principal.

| St James College Agency Agreement with: | | | |
|---|---------|--------|--|
| Business Name | | | |
| | ABN | | |
| | Address | | |
| Phone | | Mobile | |
| Fax | | Email | |

1. Company Profile

a) Contact of key people at your company

| Name | Position | Phone | Email |
|------|----------|-------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

b) What are the principal's qualifications and background? (Provide copies of certificates and relevant documents) _____

c) What year did the company start? _____

d) List any professional organisations your company is a member of: _____

e) Location of the other offices, both in Australia and offshore

| Office | Address | Phone | Email |
|--------|---------|-------|-------|
| | | | |
| | | | |
| | | | |
| | | | |

f) What service does your company provide? _____

2. Details of past and present experience recruiting students

a) Which education institutions in Australia do you have arrangements with? _____

b) Approximately how many students do you recruit each year? _____

c) Which sector/s do you market students for? _____

3. Familiarity with the Australian Education Industry

a) Are you familiar with the ESOS Act?

b) Are you familiar with the National Code?

4. References

a) Please provide references from at least 3 organisations

| Contact Person | Organisation | Contact Details | Written Reference Attached |
|----------------|--------------|-----------------|----------------------------|
| | | | Yes / No |
| | | | Yes / No |
| | | | Yes / No |
| | | | Yes / No |

| Criteria Checklist (please tick) | |
|----------------------------------|---|
| 1. | Company Profile |
| | a) Name of key contact people |
| | b) Details of principal's background and qualifications |
| | c) Number of year experience |
| | d) Professional organisations involved with |
| | e) Location and details of the offshore offices |
| | f) Service provided by the company |
| 2. | Details of past and present experience recruiting students |
| | a) Education institutions in Australia |
| | b) Number of students |
| | c) Education sector/s |
| 3. | Familiarity with the Australian Education Industry |
| | a) Knowledge of the ESOS Act |
| | b) Knowledge of the National Code |
| 4. | Written References |

For office use only:

Date application received: ____ / ____ / ____ Via (please circle): Fax/Email/Post/Other: _____

Areas requiring further information / documentation: _____

Documentation received accepted and the college is willing to enter into an agreement with the agency based on this –
Yes / No

Follow up communications: _____

Agency Agreement Approved by: _____ Position: _____

Date: ____ / ____ / ____