

## Process for Becoming an Agent

1. Complete Nurse Training Australia Agent Expression of Interest Form or apply using RTO Manager system.
2. We recommend that Agents complete the Australian Government recommended course. This is a free on-line course that takes 50 hours.



The screenshot shows the 'Education Agent Training Course' page. The header includes 'Education Agent' and 'Training Course'. The main heading is 'Education Agent Training Course'. The text describes the course as a free, online, industry-recommended course that provides education agents with information about the Australian education system and Australia as a study destination. It also mentions that the course material is a resource to help agents remain aware of changes and developments in international education. The text further states that Australian Education International (AEI) and the Department of Immigration and Border Protection (DIBP) provided support in the development of the EATC. Below this, it says that education agents can become Qualified Education Agent Counsellors (QEACs) and be listed in the QEAC database. A blue button says 'Sign up to the EATC for FREE' and a link says 'Or click here to find out more.'

3. Proof of satisfactory completion should be provided to Nurse Training Australia.
4. Send completed expression of interest form to Nurse Training Australia.
5. Nurse Training Australia will review your background and eligibility to be added to our agent register.
6. If eligible, we will send you the Agents Agreement outlining terms and commission.
7. Sign the Agents Agreement and send back to Head office.
8. Nurse Training Australia Agents Agreement will commence.
9. Your agent details will be entered into our system and documents uploaded.
10. Your details will be recorded in the Australian Skills Qualifications Authority (ASQA) register.
11. Your details will be listed on the NTA website and or RTO Manager system.

## Agent Do's and Doesn't

### Agents do's:

- Promote the College and the Programs we provide
- Provide prospective students with all necessary information about Nurse Training Australia programs, facilities and services
- Arrange for English language testing and Business and Accounting placement testing
- Perform any other service and provide reports or information requested by NTA

- Take reasonable steps in confirming the accuracy of information provided by prospective students in the application
- Assist prospective students to complete visa applications
- Ensure that relevant fees and charges and supporting documentation accompany each application and acceptance of offer documents
- Only undertake promotional and marketing activities, that have been approved by NTA

#### **Agent Doesn't**

- Engage in dishonest practices
- Give a prospective student inaccurate information
- Engage in misleading or false advertising or recruitment practices
- Commit Nurse Training Australia to accept any prospective student into a program
- Sign or encourage others to sign, official documents such as the application form, on behalf of a prospective student

#### **Agent Information Pack**

Dear Agent

#### **Warm greetings from Nurse Training Australia, Sydney Australia**

It gives me great pleasure to enclose the following information.

This information has been put together so you can give the best advice to your students. The booklet also gives you an overview of how we operate. Our staff are professional, customer focussed, well trained and available to advise and assist you.

Nurse Training Australia takes pride in providing high quality programs. We conduct our business with the best interests of our students in mind. As an agent of Nurse Training Australia, we ask that you follow the same high standards and focus on student service. I am sure you will find this information useful and I look forward to a continuing strong and beneficial working relationship.

#### ***Your responsibilities as an agent of Nurse Training Australia***

**Nurse Training Australia** is required to comply with the regulator, ASQA and the VET Quality Framework legislation and Department of Education legislation including the ESOS Act and the National Code 2007.

This requires that a College and its agents/representatives **do not engage in misleading or deceptive conduct when advising prospective students.**

As a representative you need to be familiar with your responsibilities in relation to counselling or advising prospective students, as outlined below:

## Part 3—Obligations on registered providers

### Division 1—General obligations

#### 15 Registered providers must not engage in misleading or deceptive conduct

A registered provider must not engage in misleading or deceptive conduct in connection with:

- (a) the recruitment of overseas students or intending overseas students; or
- (b) the provision of courses to overseas students.

**Note:** The Minister may take action under Division 1 of Part 6 against a registered provider that has breached this section.

1. **The Education Services for Overseas Act 2000 (ESOS Act) Part 3, Division 1, Section 15 (Page 16): -**

#### 2. **The National Code of Practice**

**Registered providers ensure that marketing of their education and training services is accurate and ethical.**

1.1 Marketing to overseas students must be undertaken in a professional manner ensuring that information is accurate, does not draw false or misleading comparisons or claims of association between providers and maintains the integrity of the industry and registered providers.

1.2 Registered providers must:

- a. ensure that marketing of their education and training services is carried out with integrity and accuracy
- b. identify the registered provider's name and CRICOS number in written material, including electronic form, and
- c. not give false or misleading advice in relation to:
  - i. the employment outcomes associated with a course
  - ii. Automatic acceptance into another course, or
  - iii. possible migration outcomes.

#### **What Agents need to know about Australian Education and the ESOS Framework**

You can find out more about Australia's education system by visiting the Study in Australia website at <http://www.studyinaustralia.gov.au/> and Australian Education International's website at <https://aei.gov.au/Pages/default.aspx>.

The ESOS National Code is available at <https://aei.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>

**Contacts: Nurse Training Australia Head Office**

**1. Enquiries about Nurse Training Australia course**

To apply to become Nurse Training Australia agent send application or apply online using RTO Manager system.

To enrol students for course at Nurse Training Australia, agent needs to follow or guide the student through a series of steps as below.

**Enrolling a student at Nurse Training Australia (not packaged)**

**Option 1 (Online application using RTO Manager system):**

**Step 1:** Application lodged via RTO Manager system (accept the terms and conditions)

**Step 2:** Complete application, upload and attach certified copy of passport, IELTS results, other certificates as set out in the application and submit.

**Step 3:** Receive 'Nurse Training Australia Offer Letter' and International Student Acceptance Form.

**Step 4:** Need to sign Nurse Training Australia International Student Acceptance Form, send to: [info@nta.edu.au](mailto:info@nta.edu.au).

**Step 5:** Pay Nurse Training Australia Tuition fee, Application fee, OSHC, Material fees and any other applicable fees in the offer letter.

**Step 6:** Received 'Confirmation of Enrolment' (COE)

**Step 7:** Apply for Visa

**Or**

**Option 2 (Paper based application):**

**Step 1:** NTA Offer Letter and COE

**Step 2:** Send completed 'NTA Application Form', certified copy of passport, IELTS results, other certificates as set out in the form. Email to NTA.

**Step 3:** Receive 'Nurse Training Australia Offer Letter' and International Student Acceptance Form

**Step 4:** Need to sign Nurse Training Australia International Acceptance Form, send to: [info@nta.edu.au](mailto:info@nta.edu.au)

**Step 5:** Pay Nurse Training Australia Tuition fee, Application fee, OSHC, Material fees and any other applicable fees in the offer letter

**Step 6:** Received 'Confirmation of Enrolment' (COE)

**Step 7:** Apply for Visa

**What does the student need?**

1. Current offer letter from Nurse Training Australia
2. Certified copies of passport, academic certificates
3. IELTS or equivalent results (less than two years old)
4. Completed application form
5. Draft made payable to Care Plus Training Pty Ltd for deposit

#### **Q & A when enrolling a student**

**What course?** Nurse Training Australia currently offer qualifications listed on the CRICOS registration of institutions and course

See the website <http://cricos.education.gov.au/>

Search for Care Plus Training CRICOS provider number xxxxxxxxx

#### **Commission**

Nurse Training Australia pays commission once the student has commenced their program.

#### **How to claim commission?**

**The Agent is to raise an invoice including Company Letterhead, Company details, invoice number and Student details.**

Course/Program:

Start Date: Finish Date:

No. of Weeks:

Tuition fee: AUD\$

Commission Percentage %:

Total commission: AUD\$ GST:

**TOTAL PAYABLE:**

Please send payment made out to: [Your company name]

Send to: [address where cheque is to be sent]( Bank account details)

#### **Update Agent Details**

Please update your details when required:-

Company name:

Contact name:

Address:

City Country Telephone:

Fax: and E-mail: