



**AUSTRALIAN INSTITUTE OF
SCIENCE & TECHNOLOGY.**

RTO Code: 30645 | CRICOS Code: 03677G

AGENT APPLICATION FORM

✉ support@aist.edu.au

✉ admissions@aist.edu.au

🌐 www.aist.edu.au

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📍 **Melbourne** (Head Office)

Suite 1, Level 6, 341 Queen Street
Melbourne, VIC 3000, Australia

📍 **Sydney** (2nd Campus)

406/2-8 Brookhollow Ave, Sydney
(Norwest), NSW 2153, Australia.

📍 **Adelaide** (3rd Campus)

Level 4, 118 King William Street
Adelaide, SA 5000, Australia

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To become an authorised agent of Australian Institute of Science and Technology (AIST) , complete this form and send it at

Agency Details	
Type of Business	☐ Sole Proprietor ☐ Partnership ☐ Incorporated company ☐ Not for Profit
Legal Name of Entity	
Trading Name (if applicable)	
Name of Owner (s)	
Place of Registration	
Date of Registration	
Expiry Date of Registration	
Australian Business Number (ABN) or any equivalent.	
MARA No.	
QAEC No.	
Representing Countries	

Contact Details	
Name of CEO	
Landline Number	
Mobile Number	
Email Address	
Name of authorised Contact Person	
Landline Number	
Mobile Number	
Email Address	
Head Office Address	
Website	
Name of CEO	
Landline Number	

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Agency Profile

Number of Branches:

Location of Branches:

Type of courses your clients are interested in:

☐ General English

☐ Academic English

☐ Vocational Education

☐ Undergraduate

☐ Postgraduate

☐ Other:

Industrial / Professional Membership

Name of Industrial / Professional Body (e.g. ISEAA)

Years of Membership

Representing Australian Educational Institutes

Name of Institution:

Years of affiliation:

Number of Students:

Performance

How many students you aim to recruit for Australian Institute of Science and Technology (AIST) if appointed as an Agent in first year:

What kind of student support you can offer to students:

Do you charge any fee to prospective students? If Yes please provide details of fees you charge:

Please provide any other information which you believe is important from student and marketing prospective:

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Compliance Requirement

Please provide explanation of how your organisation complies with:

- **Standards for RTOs 2025 - Outcome Standard 4.2** (Third-party/agent responsibilities, ethical conduct, transparency, and accurate representation of training and assessment services).
- **National Code 2018 - Standard 4 (Education Agents)** (requirements to act honestly and in good faith, support student visa compliance, and provide accurate information).
- **ESOS Act 2000** obligations.

For more detail on standard please click on following link (<https://training.gov.au/>)

([Standard 4 of The National Codes 2018](#)) (Attach a separate sheet if you need to provide more information)

Do you have PIER accreditation?	☐ Yes	☐ No
Do you have understanding of the ESOS Act 2000 and National Code 2018?	☐ Yes	☐ No
Do you brief students coming to Australia on student visa requirement to have a primary purpose of Studying and must study full time?	☐ Yes	☐ No
(Your RTO Name) requires agents to comply with (Your RTO Name) marketing and advertising requirements, course materials and application procedures, and provide accurate information to students. Do you agree with that	☐ Yes	☐ No
Are you going to use (Your RTO Name) marketing material to promote courses offered by (Your RTO Name) ?	☐ Yes	☐ No
Do you acknowledge that your performance as an authorised education agent will be subject to ongoing monitoring, annual review, and potential termination if obligations are not met, in accordance with SRT0 2025 Outcome Standard 4.2?	☐ Yes	☐ No

References

*You must provide at least two (2) references (1 reference should be an Australian Education Provider)

Name of Referee 1	
Contact Number	
Organisation	
Position	
Email	
Name of Referee 2	
Contact Number	
Contact Number	
Position	
Email	

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Declaration

I confirm that the information provided on this application is true and accurate to the best of my knowledge. I also authorise Australian Institute of Science and Technology (AIST) to approach my referees. I acknowledge that approval of my application is conditional on my company signing an Agent Agreement with Australian Institute of Science and Technology (AIST) in accordance with National Code 2018 and VET Quality Framework (VQF) including standards for NVR. I will be representing Australian Institute of Science and Technology (AIST) as an education agent and I agree to do work along with (Institution Name) in honest and professional manner.

Name of Authorised

Position of Person

Signature of Authorised Person

Date

OFFICE USE ONLY

Business Profile

_____ Date _____

Agent Approved by:

Agent Code:

DOCUMENT CHECKLIST:

Business Registration Certificate ☐

MARA / QAEC Certificate ☐