

## EDUCATION AGENT EVALUATION FORM

**Date:** \_\_\_\_\_

**Agent Name:** \_\_\_\_\_

**Contract Expiry:** \_\_\_\_\_

**Territory:** \_\_\_\_\_

Rank performance on the following scale:

3 = Exceeded Expectations; 2 = Met Expectations; 1 = Did Not Meet Expectations

Please tick where appropriate.

Performance Indicators	Exceeded Expectations (3)	Met Expectations (2)	Did not meet Expectations (1)
<b>Applications</b>			
Student Enrolled > 5			
Student Enrolled > 12			
Application forms are filled out correctly and completely			
Submission of required documentation			
<b>Compliance</b>			
Compliance with ESOS Act			
Compliance with DIAC requirements			
Compliance with Stanley College Code of Conduct			
<b>Customer Service</b>			
Student satisfaction (determined by student feedback)			
Admission staff satisfaction			
Respond promptly to enquiries			
<b>Marketing and Promotions</b>			
Request for additional marketing material			
Effective use of marketing and advertising support			

**Comments:**

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Completed By: \_\_\_\_\_

<b>Document Name:</b> Education Agent Evaluation Form	<b>RTO Code:</b> 45763	<b>CRICOS Code:</b> 03956A
<b>Version:</b> 3.0	<b>Approved:</b> 17 Apr 2023	<b>Review Date:</b> 17 Apr 2024
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