

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)
Applications			
Student Enrolled > 5			
Student Enrolled > 12			
Application forms are filled out correctly and completely			
Submission of required documentation			
Compliance			
Compliance with ESOS Act			
Compliance with DIAC requirements			
Compliance with Stanley College Code of Conduct			
Customer Service			
Student satisfaction (determined by student feedback)			
Admission staff satisfaction			
Respond promptly to enquiries			
Marketing and Promotions			
Request for additional marketing material			
Effective use of marketing and advertising support			

Comments:

Completed By: _____

Record of Updates and Changes:

Version No.	Issue date	Nature of Amendment
1.3	12 Aug 2020	Finalized written document.
2.0	25 May 2022	Changed Header and Footer, Added RTO & CRICOS Code in footer, Adjusted Margin, Changed Font, Font Size, Font Colour, Alignment. Changed RTO provider name, changed logo, header, footer