

EDUCATION AGENT FILE CHECKLIST

Date: _____

Education Agent Name: _____

Contract Renewal Date: _____

Contract Termination Date: _____

Agent Application Review

- Education Agent Application Form Date: _____
- Three Education Agent referees' details supplied Date: _____
- Education Agent profile information supplied (preferred) Date: _____

References

- Education Agent references checked Date: _____
- YES, the Education Agent is suitable to appoint to represent Pioneer College Date: _____
- NO, the Education Agent is unsuitable to appoint to represent Pioneer College
(Application reject, send rejection letter) Date: _____

Approved – Agreement Requirements

- Agreement sent Date: _____
- Signed Agreement received Date: _____
- Certificate of Appointment issued Date: _____
- Marketing materials sent Date: _____
- Education Agent Kit sent Date: _____

Commencement of Agreement

- Education Agent details entered in AXelerate Date: _____
- Education Agent details updated in Education Agent List Date: _____
- Education Agent details updated on website Date: _____
- Education Agent Student Feedback Survey on Education Agent Date: _____
- Education Agent Evaluation Form Date: _____

Completed By: _____

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Record of Updates and Changes:

Version No.	Issue date	Nature of Amendment
1.1	12 July 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