



Canterbury Education Group

Level 1, 29-35 Bellevue St., Surry Hills NSW 2010, Sydney Australia

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Agent/Representative Training Sheet

USQ – Sydney Education Centre in association with Canterbury Institute of Technology

Provider Code: 02225M

Canterbury Technical Institute, Brisbane **Provider Code:** 02938M

Canterbury Business College, Sydney **Provider Code:** 01899K

Canterbury Language Academy, Sydney **Provider Code:** 02534J

Country Location: _____

Agent/Representative Company: _____

Address: _____

Items Discussed	Discussed (Tick if YES)	Comments (if applicable)
Shown latest Power Point Presentation/s		
Given Sample marketing Materials (e.g.: brochures, posters, calendars)		
Agency Agreement:		
New agent (discussed terms)		
Existing agent (renewed terms)		
Upcoming events in country (e.g expos, spot admissions)		
Promotions proposals		
Advice provided		
Advised regarding new course offerings (if applicable)		
Explained about Simplified Student Visa Framework SSVF/Risk Levels		
Explained about Tuition Protection Scheme TPS		
Outlined admission procedures for USQ SEC/ GTE/ SVP Financial checks		
Outlined admission procedures for CEG institutions and latest GTE Form/ No Financial Check but agent need to ensure it meets DIBP requirements as per link https://www.border.gov.au/Trav/Visa-1/500		
Advised regarding latest changes to student visa requirements and National Code 2018		
Other:		
Discussed agent performance		
Other Comments <i>(please detail on one page if not sufficient room)</i>		

Agent Signature: _____

CEG representative signature: _____

Date(dd/mm/yy): _____

Agent Stamp(If available)