

Education Agent Performance Review Form

Education Agent Name:	
Location of Education Agent:	
Report Period:	

Number of students provided by the education agent in the period:									
Number of students provided by the education agent who have been reported to Department of Home Affairs in the period:									
Have the Institute taken any action against the education agent? <i>(Refer to the agent file)</i>								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>
If YES, please provide details:									
Overall student satisfaction with agent <i>(Refer to the survey results)</i> .									
Excellent	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Below Average	<input type="checkbox"/>
Additional comments:									
Responsiveness of the agent to communication from Institute.									
Excellent	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Below Average	<input type="checkbox"/>
Additional comments:									
The education agent's level of understanding of the ESOS Act and Australian visa regulations is:									
Excellent	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Below Average	<input type="checkbox"/>
Additional comments:									
The education agent is reliable and ethical.								Yes	<input type="checkbox"/>
								No	<input type="checkbox"/>



Additional comments:									
What is the quality of the applications submitted by the education agent?									
Excellent	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Below Average	<input type="checkbox"/>
Additional comments:									
The education agent's application to enrolment conversation rate is:									
Excellent	<input type="checkbox"/>	Very Good	<input type="checkbox"/>	Good	<input type="checkbox"/>	Average	<input type="checkbox"/>	Below Average	<input type="checkbox"/>
Additional comments:									

Compiled By:			
Signature:		Date	
Reviewed By:			
Signature:		Date	
Comments:			

Version Control

DATE	COMMENT/ACTION	VERSION
04/09/2023	Initial document - Transfer from ACTE to AUSTRA COLLEGE	v1.0

