



Agent Manual 2018

Queensford College International

www.queensford.edu.au

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About Queensford College

Our campuses located strategically in the respective CBDs, Queensford College offers courses for both domestic and International students. Queensford College provides a learning environment with individualised focus to enhance student's skills with the sole mission of *"Creating possibilities to instil the importance of learning as a foundation for a better future."*

Since its inception in 2008, Queensford College has not once looked back. In the time since, many students have been trained in an array of different streams all of which made them employable for their selected workforce. Queensford College graduates who wanted to continue their studies were accepted into reputable Universities around the globe.

Location and Contact Information

Brisbane Campus (Head Office)

Level 2, 359, Queen Street
Brisbane Queensland 4000
Phone: +61 7 3221 1626
Email: info@queensford.edu.au

Adelaide Campus

Level 11, 90 King William Stree
Adelaide South Australia 5000
Phone: +61 8 8410 4605
Email: sa@queensford.edu.au

Parramatta Campus

Level 3, 1 Fitzwilliam Street, Parramatta
New South Wales Australia 2150
Phone: +61 2 8660 0040
Email: infot@queensford.edu.au

General Information Enquiries

Phone: 1300 230 623 (within Australia)
+61 7 3221 1626
Email: info@queensford.edu.au
Website: www.queensford.edu.au



Why Choose Queensford College

- Nationally recognised qualifications
- Vocational placement within hospitality, aged care and child care facilities
- Centralised campus locations at the heart of central business districts (CBD)
- Diverse mix of students nationalities from over 40 different countries
- Specialised training facilities for hospitality, nursing, aged care and child care
- Fully furnished classrooms with projectors in air conditioned environments
- State-of-the-art computer labs
- Free WiFi on campus for Queensford College students
- Student lounge for students to unwind, recharge electronic devices
- Student kitchen to store and heat food and beverages

Programs Offered at Queensford College

Course Code	CRICOS Course Code	Course	Duration
FNS40217	097331A	Certificate IV in Accounting and Bookkeeping#	52 Weeks
FNS50217	097330B	Diploma of Accounting#	52 Weeks
FNS60217	097332M	Advanced Diploma of Accounting	52 Weeks
CHC43015	089225C	Certificate IV in Ageing Support	52 Weeks
HLT54115	096029D	Diploma of Nursing**	105 Weeks
CHC50113	084087D	Diploma of Early Childhood Education and Care	98 Weeks
10118NAT	092893G	Diploma of Social Media Marketing	52 Weeks
ICT50115	092401K	Diploma of Information Technology	78 Weeks
ICT60215	096219J	Advanced Diploma of Network Security	52 Weeks
BSB51915	088531A	Diploma of Leadership and Management	52 Weeks
BSB61015	088532M	Advanced Diploma of Leadership and Management	52 Weeks
SIT40516	092402J	Certificate IV in Commercial Cookery^	72 Weeks
SIT50416	091045M	Diploma of Hospitality Management^	21 Weeks

All courses may not be offered at all campuses.

*Please check with the International Admissions and Marketing Team for future dates on these courses at certain campus locations.

** Nursing intake dates are limited, please check with the International Admissions Team for more information.

^ The duration of these courses may be shorter depending on your previous study on same fields or if courses are packaged together.

Entry into FNS50217 Diploma of Accounting requires completion of FNS40617 Certificate IV in Accounting and Bookkeeping

Student Enrolment Process

All Students are required to fill an International Student Enrolment Form

Submit attested copies of academic documents, passport, and English Test Result scoresheet if any along with the other forms along with Queensford College International Student Application Form

Once the application is received, Queensford College will issue a conditional offer letter

Offshore students maybe interviewed on Skype to determine if students satisfy GTE requirements

Offshore students maybe asked to submit financial documents from the sponsors, statement of purpose (SOP) and financial sponsorship declaration form.

Once everything is received and the assessing officer is satisfied, he/she would advise you to deposit the tuition fee. Please remember to have your reference number on the transaction

The transfer receipt of the tuition fee deposit along with signed acceptance letter has to be submitted while requesting for an eCOE

The officer issues and forwards the eCOE to the agent

SSVF – Student Assessment Guidelines for Agents

THE FOLLOWING ASSESSMENT GUIDELINES HAVE BEEN PREPARED TO ASSIST QUEENSFORD COLLEGE'S AUTHORISED AGENTS, TO UNDERTAKE CERTAIN CHECKS ON STUDENTS TO ENSURE THEY MEET THE ACADEMIC, ENGLISH, GTE AND FINANCIAL REQUIREMENTS.

STAGE 1: ASSESSMENT OF STUDENTS CREDENTIALS

- Verify students name, address and Date of Birth (DOB) against information recorded on Passport.
- Where student is intending to bring family members to Australia verify family members' documents as above.

STAGE 2: CHECK ANY PREREQUISITE REQUIREMENTS FOR SELECTED COURSE

- Information available on the courses and requirements can be obtained from Queensford College.
- Determine if a student has appropriate qualifications for entry into the chosen program.
- Students intending to study Vocational Education courses at Queensford College are required to have completed Australian year 12 equivalent with at least 60% aggregate or higher to be considered under Streamlined Visa Processing arrangements.
- Verify students Certificates and Transcripts for any signs of fraud.

STAGE 3: ASSESSING ENGLISH LANGUAGE AND ACADEMIC REQUIREMENTS*

- Students enrolling at Queensford College must meet the following entry requirements:
- For Certificate III Level Qualifications:

Academic Requirements

- o have completed at least an Australian year 11 or equivalent.
- o must pass Queensford College's internal LLN/ English Placement test.

English language proficiency level:

- o students must provide evidence of attaining an overall IELTS score of 5.0 or equivalent scores on a similar test (such as TOEFL, PTE etc.); or
 - o attained at least Intermediate Level of English and must provide evidence of the same; or
 - o student must pass Queensford College's relevant Internal English Placement Test
- For Certificate IV, Diploma and Advanced Diploma Level Qualifications:

Academic Requirements

- o depending on upon the nationality of the student year 11 (Australian equivalent year 11) may be sufficient - please check with Queensford College prior to enrolment
- o have completed at least an Australian year 12 equivalent
- o must pass Queensford College's internal LLN/ English Placement test

English language proficiency level:

- o student must provide evidence of attaining an overall IELTS score of 5.5 bands or equivalent scores on a similar test (such as TOEFL, PTE etc.); or
- o student must have attained at least Upper Intermediate Level of English and must provide evidence of the same; or
- o student must pass Queensford College's relevant Internal English Placement Test

- Some courses may have higher entry requirements, as such Students enrolling at Queensford College into the Diploma of Nursing must meet the following entry requirements:

Academic Requirements

- Applicants must have completed at least an Australian year 12 or equivalent.

English language proficiency level:

- Applicants not having evidence of completing five (5) years full time equivalent education taught and assessed in English in any of the recognised countries listed in the Australian Health Practitioners Registration Agency (AHPRA) registered standard, must provide evidence of having undertaken one of the following:
 - International English Language Testing System (IELTS) examination (academic) with a minimum score of 7.0 in listening, reading, writing and speaking; or
 - Occupational English Test (OET) with an overall pass and with grades of A or B in listening, reading, writing and speaking; or
 - PTE (Pearson Test of English) Academic with a minimum overall score of 50 and a minimum score of 50 in listening, reading, writing and speaking; or
 - TOEFL (the Test of English as a Foreign Language) iBT with a minimum total score of 60 and the following minimum score in each section of the test:
 - 12 for listening
 - 13 for reading
 - 21 for writing
 - 18 for speaking
- Mature Age Students who do not have any qualifications, must pass the Queensford College internal LLN/ English Placement test.

STAGE 4: FINANCIAL REQUIREMENTS

- The Australian Government Department of Home Affairs recommend the following as a minimum annual requirement for students studying in Australia:

EXPENSES	PER PERSON	AMOUNT REQUIRED IN AUD
Travel	Student	Return Air Fare to Australia
	Family members	One Return Air Fare to Australia per person AUD \$2,000
Tuition	Student	Course Fees
	Children aged between 5-18yrs	AUD 8000 per year
Living	Student	AUD \$20,290 per year
	Partner	AUD \$7,700 per year
		AUD \$3,040 per year per child

**Information in above table is correct as of February 2018. It could be updated from time to time by the Department of Home Affairs, students are advised to check the Department of Home Affairs website for up to date information while calculating the expenses at <http://www.homeaffairs.gov.au>*

- All international students applying to study at Queensford College must provide evidence that they have sufficient funds to cover themselves and any accompanying family members for the first 12 months of their stay in Australia for the abovementioned Travel, Tuition and Living.
- And students are also required to provide evidence that they have access to sufficient income to cover the same costs for the remainder of their stay.

- Evidence of funds could be and not limited to the below:
 - o Students and their accompanying family members must have genuine access to funds, whether it is provided by the student themselves or another eligible person. The funds shown in the visa application must be available for use to financially support the student and any accompanying family members during their stay in Australia.
 - o When considering whether the funds shown will be genuinely available, we will take into account factors including:
 - The nature of the relationship between the student and the person who is providing the funds, where applicable
 - Income, assets and employment of the student or the other person who is providing the funds
 - Previous visa history of both the student and the person providing the funds.
 - o Money deposit with a financial institution held by student, or a close relative*, for at least more than one month immediately before the date of your request for an eCOE.
 - o Loan from:
 - An acceptable financial institution (in your name or any sponsors name.)
 - Please refer to the respective Australian Mission's website in your country for a list of acceptable financial institutions.
 - The government of your home country.
 - o Scholarship from your Australian education provider.
- Acceptable Sources of Income: Students must provide at least one income stream from them or their sponsors.
 - o Income Tax Return statement(s) for the last two years. (filed in two different financial years.)
 - o Income statement for the last two years.
 - o Loan documents.
 - o Financial guarantee letter.
 - o Bank account statement(s).
 - o If a close relative is sponsoring the student, the above documents should be furnished for the sponsor as well.
 - o A close relative includes:
 - The applicant's partner
 - The applicant's parents
 - The applicant's grandparents
 - The applicant's brothers or sisters
 - An uncle or aunt of the applicant who is: an Australian citizen, an Australian permanent resident or an eligible New Zealand citizen and usually resident in Australia.
 - o Students may be asked to provide relationship certificate in such cases to substantiate the relationship.

STAGE 5: GENUINE TEMPORARY ENTRANT (GTE), GENUINE STUDENT (GS) ASSESSMENT & INTERVIEW

- In order to be granted a visa, students must be assessed as both a Genuine Temporary Entrant (GTE) and a Genuine Student (GS). Assessment of genuineness is undertaken by the Australian Government Department of Home Affairs at the time of visa application & by Queensford College at the time of application.
- Students individual circumstances must demonstrate that they genuinely intend to stay in Australia temporarily and the following factors are considered during assessment GTE requirements:
 - o Students personal circumstances in your home country
 - o Students potential circumstances in Australia
 - o The value of the course to students future
 - o Students immigration history
 - o Any other matter that is relevant to student's intention to remain in Australia temporarily.
 - o Upon receipt of all the required forms and documents of the student from the agent as per the checklist Queensford College may interview the student and shall inform the agent of the mode, time and date of interview and if student is successful, the offer letter shall be sent out to the agent.

**Further information on the GTE and GS is available on the Government Australian Department of Home Affairs website at: <https://www.homeaffairs.gov.au/>*

STAGE 6: ACCEPTANCE OF OFFER

- Prior to sending acceptance letter to Queensford College, agents are required to:
 - o Ask the student and family/sponsor to read the Acceptance of Offer including the refund policy.
 - o Explain to the student and family/sponsor any of the details requested and collect all the required documents such as the signed Acceptance Letter and any other information to make the offer unconditional.
 - o Organise the tuition fee and other fee to be paid to Queensford College.

STAGE 7: VISA LODGEMENT

- Queensford College will process acceptance and forward the eCOE to agent while agent assists the student with student visa application.

Requesting for Variation

If for some reason, student is requesting for changes to the original enrolment, student needs to submit an Enrolment Variation Form along with supporting documentation and reason (Such as visa delay or medical reason) for the admin officer to process the request. An Enrolment Variation Form is available on our website. Fee may apply, variation process takes up to 3 business days.

International Student Handbook, Forms, and Policies

Please visit our website at: <http://queensford.edu.au/downloads/> for up-to-date versions of the International Student Application Form, International Student Handbook, policies and other fees.

Agent Application Process, Monitoring and Review

Before completing an application to represent Queensford College, agents should be familiar with the following:

- Education Services for Overseas Students Act 2000: <http://www.comlaw.gov.au/Series/C2004A00757>
- Education Services for Overseas Students Amendment Act 2014: <http://www.comlaw.gov.au/Details/C2014A00002>
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Providers of Education and Education Services for Overseas Students Act 2000 (ESOS Act): <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/Pages/default.aspx>
- The Australian Government Department of Home Affairs: <https://www.homeaffairs.gov.au/>
- Agents Gateway: <https://www.homeaffairs.gov.au/busi/Migr/Agen>
- Australian Skills Quality Authority: <http://www.asqa.gov.au/> please refer to CRICOS information.

It is recommended that agents complete an Education Agent Training course.

International Education agents willing to represent Queensford College are required to submit an Agent Application available on our website along with profile of their company, copy of registration of company or business. All Agents are required to nominate and include details of two referees.

Once the application and all documents are received, the officer in charge will check references and if successful, will generate an Agent Agreement for the Agent Company and forward it to the agent for signature.

In case of a newly established Agent who are unable to provide references; Queensford College's Head of International will review the application and upon successful appointment, the college will provide training and monitor their activities closely.

Checklist:

- | | | |
|--|--|--|
| <input type="checkbox"/> Completed agent application | <input type="checkbox"/> Company profile | <input type="checkbox"/> Business registration certificate |
| <input type="checkbox"/> PIER qualifications | <input type="checkbox"/> Other related documents | |

The commission details will be included on the Agent Agreement. Once the agent signs and forwards Queensford College a copy of signed agreement, a Certificate of Appointment will be issued. Agent Agreements by default are issued for a given period of time. Upon expiry of the Agent Agreements, the agents can apply for renewal of the same.

Queensford College monitors the performance of the agents on an ongoing basis using one or more of the following:

- Quality of applications received and documentation submitted
- Face to face meeting with agents
- Teleconference
- Feedback from students.

Agent Reviews are done periodically based on:

- The number of student applications received
- The conversion rate
- The quality of applications Student completion rate etc.
- Feedback form for agents.

Working with Subagents

Queensford College recommends all agents to inform Queensford College of all their subagents who will be promoting Queensford College and it's the primary agent's responsibility to ensure that the sub-agents are not involved in any deceptive or misleading advertisements about Queensford College or its courses.

Details pertaining to termination of Agent Agreement can be referred to on the Agent Agreement.

Claiming Commission

Any Agent registered with Queensford College and had successfully enrolled a student to Queensford College will be able to claim commission. All commissions are payable once the student commences the course the agent is claiming commission for. In order to claim commission, the agent is required to raise an invoice on their company letter head and include details including and not limited to:

- **Student Full Name**
- **Student DOB**
- **Course/s enrolled for**
- **Course Start Date**
- **Tuition Fee paid** by the student towards that particular course, **commission rate, commission in amount and GST if applicable.**

Agent is also required to include their bank account details into which they want Queensford to process the commission into. All invoices must be sent to accounts@queensford.edu.au

All commission invoices are usually processed with 14 days of invoice being received provided all documentation is in place.

Commission is paid when the student starts the course.

Marketing and Advertising

Only registered agents of Queensford College can market and advertise about course/s offered at Queensford College. Any advertisements relating to Queensford College needs to be approved prior to placement and is in accordance with Queensford College Policies. All advertisements should contain the CRICOS Code, RTO Number of Queensford College. The Agent must not indulge in any unethical/ misleading/ deceptive advertisement on behalf of Queensford College and should also ensure that neither of their subagents is involved in any such thing. Please refer to our Intertional Marketing Information and Practices for more information.

Marketing Request Form is to be completed by approved representative agents of Queensford College wishing to promote Queensford College & its courses and planning to use the Queensford College logo, website link or course descriptions. All relevant sections of the form must be completed and sent to back to Queensford College approval and use.

Click on the following links for access to the documents:

[Queensford College International Marketing Information and Practices](#)
[Queensford College Marketing Request Form - Agent](#)

FOR MORE INFORMATION CONTACT US

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info@queensford.edu.au

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Queensford College is the trading name of Malekhu Investments Pty Ltd

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All information in this document was correct at the time of publication but is subject to change.

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