

Broker Application Form

Company Information (*Must be a Proprietary Limited Company*)

Legal Company name			
ABN		ACN	
Trading name			
Physical address			
Postal address			
Telephone		Fax	
E-mail			
Website:			
Best Contact person			
Contact number			
Email			

Prior to completing this application form you must read and be familiar with the ASQA marketing factsheet and the Skills First Quality Charter, follow the links below:

<https://www.asqa.gov.au/news-publications/publications/fact-sheets/marketing-and-advertising>

https://www.education.vic.gov.au/Documents/training/providers/rto/FINAL_Skills_First_Quality_Charter.pdf

Before we enter into any agreement it is essential we also undertake reference checks. These will ideally be with any other party you have operated with in this context in the past and/or currently.

MCFE will have a written agreement with all Brokers/Third Parties defined in the standards for registered training organisations. This agreement will vary depending on the nature of the relationship. MCFE will inform ASQA in writing within 30 days of any commencement or termination of a third party arrangement.

No broker/third party should illegally or unethically attempt to procure students. This includes but is not limited to representing MCFE and our courses via the use of customer relationship marketing software (CRMs) and cold calling. No third party should advertise job advertisements that do not exist in order to attract students to undertake a course.

Third Party files may include (dependent on the nature of the agreement):

- Application form – this document
- Completed induction/file checklist
- Viewing Agent induction PowerPoint
- Copy of 'Current & historical company extract' MCFE will complete
- Copy of company ABN/ACN registration
- Copy of public liability insurance
- Copy of professional indemnity insurance

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- Company and bank details sent through to MCFE finance officer
- Current (within 12 months) Letters from suitable employers stating they will take (x) students per year for practical placement or engagement with employers if you are a recruitment company
- Evidence you employ others and/or contracts your services to other businesses – this is to ensure your company is categorised as a “contractor” for SRO purposes

If requested in writing by the Department, MCFE will promptly provide the Department with details of all broker/third party arrangements for the delivery of Training Services on the RTO’s behalf. This may include but is not limited to: determination of eligibility and enrolment processes, Pre-Training Reviews, marketing, and Brokering Services.

Proposed Qualification you wish to recruit/refer for, including location and expected class enrolments per course this calendar year. Put NA if this is not applicable and detail for other services in the space below.

Course	Locations	Expected Enrolment Per Annum

Other services:

Names of your staff involved in recruiting/referring students. This cannot be contracted to another organisation.

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We will provide information about your service to students, information about your service will be advertised on our website and this information will be provided to the registering bodies. Please document below a short description about your company, your values, mission and vision and what gives you a unique selling point.

Document your referral process from how you engage with the individual through to their referral to MCFE. Ensure you are aware of our policies and processes for marketing and third party relationships

Please list the link/name to any social media platforms you use. If you set this up post entering into a contract with us you must provide us with the links.

Facebook	
Instagram	
Twitter	
Other	

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Has your company or any individuals within the company dealt with any Relevant Person that within the previous three years:

- had a contract for government subsidised training delivery with the Department terminated prior to the expiration date on the basis of performance; or
- had its registration under the Act or National Act, or relevant equivalent legislation revoked, suspended, cancelled or had restrictions imposed on its registered training organisation operations that the Department considers would have affected its ability to provide services equivalent to those under this VET Funding Contract; or
- was responsible, via their acts or omissions, for any of the above matters occurring to another person or entity.

Please circle **NO** **YES**

If yes please provide details of the affiliation.

List any other companies and/or RTOs you are currently working and/or recruiting for or will commence within the next 3 months. If you omit information it may cause a future contract to be void, we believe in complete transparency.

Company	Further Details

Please provide us with 2 references. Please note, we may contact all referees for verification, these must be separate to the company. These should not be personal referees.

Reference 1

Contact Person _____
Business Name _____
Address _____
Email _____
Relationship with the above

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Reference 2

Contact Person	_____
Business Name	_____
Address	_____
e-mail	_____
Relationship with the above	

All the information provided above is true and accurate. I understand my obligation as a Broker/Third Party with MCFE to inform the institute as soon as possible, should any of the above details change. Signing this declaration does not mean you have a contract. This is only an application form. If both parties agree to proceed there will be a formal contract, induction and orientation to MCFE.

Name of person representing the Third Party /Broker			
Signature		Date	____ / ____ / ____