

NATIONAL COLLEGE OF  
**VOCATIONAL  
EDUCATION**  
PARTNERSHIP APPLICATION FORM

### Company Details

Trading Name \_\_\_\_\_

Company Name \_\_\_\_\_

ABN \_\_\_\_\_ GST Registered  Yes  No

Registration Date dd / mm / yyyy \_\_\_\_\_

Street Address \_\_\_\_\_

Postal Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Primary Email \_\_\_\_\_

Website \_\_\_\_\_

### Key Contacts (Please attach a separate list if required)

**MAIN CONTACT PERSON** (List the main contact person for your organisation)

Title \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

**KEY CONTACTS** (List directors, managers, and other key contacts)

Title \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

### Offices (Please attach a separate list if required)

Trading Name \_\_\_\_\_

Title \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

### Past History

**Number of students recruited for Australia in the past 12 months**

1-25    26-50    51-75    76-100    101-150    151+

**Number of ELICOS weeks sold for Australia in the past 12 months**

1-50    51-100    101-250    251-500    501-1000    1000 +

**STUDENTS (By State)**

Percentage of students recruited for Australia (Past 12 months)

NSW	QLD	VIC	WA	Other
%	%	%	%	%

**STUDENTS (By Sector)**

ELICOS	VET
%	%
Higher Education	Other
%	% Please specify

**STUDENTS (By Nationality)**

Which Nationalities do you mainly deal with?

Nationality 1	Percentage
_____	_____ %
Nationality 2	Percentage
_____	_____ %
Nationality 3	Percentage
_____	_____ %

**Services Provided**

Services provided to students

Student counselling	Visa application	English testing
Homestay	Pre-departure briefing	Student support services
OSHC	Other - Please specify	

### Marketing (Please attach a document if required)

**MARKETING**

How do you plan to recruit students to NCVE?  
(Please attach a separate document if required)

\_\_\_\_\_

**RECRUITMENT**

How many students do you believe you could successfully refer to NCVE in the next 12 months?

General English: \_\_\_\_\_ Cambridge Preparation: \_\_\_\_\_ EAP: \_\_\_\_\_

IELTS Preparation: \_\_\_\_\_ VET Courses \_\_\_\_\_

Other: \_\_\_\_\_

**SEASONALITY**

Peak Season Months

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

### Current Relationships (Please attach a document if required)

Please list the names of the top 5 institutions (students recruited) you represent

1 \_\_\_\_\_ (ELICOS)

2 \_\_\_\_\_ (ELICOS)

3 \_\_\_\_\_ (VET)

4 \_\_\_\_\_ (VET)

### Referees (Please list 2 Industry relevant referees)

Trading Name \_\_\_\_\_

Title \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Trading Name \_\_\_\_\_

Title \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### Declaration

I certify that the details provided are true and accurate to the best of my knowledge and that I authorise National College of Vocational Education to approach my referees to obtain any information as required.

**Signature of Applicant**

Title \_\_\_\_\_ Name \_\_\_\_\_

Position \_\_\_\_\_

Date dd / mm / yyyy \_\_\_\_\_

Please return completed Representative Application Form to:

**National College of Vocational Education**  
Marketing Department  
Unit 3, 11 Cordelia Street  
South Brisbane QLD 4101, Australia OR  
brisbane@ncve.edu.au

#### OFFICE USE ONLY

Date Received dd / mm / yyyy \_\_\_\_\_

Marketing Manager \_\_\_\_\_

Comments \_\_\_\_\_

References Checked	CMS Updated	Agreement Issued