

## About this form

This form is to be utilised for the monitoring of education agents. It is to be completed six months following the signing of the contract and every six months thereafter.

## Education agent details

Organisation name	<input type="text"/>
Contact person	<input type="text"/>
Date of review	<input type="text"/>
Period of time over which the review was conducted	<input type="text"/>

## Monitoring questions

How many applications has the agent submitted and how many students have subsequently been enrolled? Is the conversion rate acceptable? Please note any visas which have been refused, withdrawn, deemed invalid or cancelled and whether there were valid reasons for such.

Has there been any issues with the documentation provided by the agent on behalf of the student?

How many students recruited by the agent have transferred to another provider within or after 6 months of commencement?

What are the completion rates for students recruited by the agent?

How many students from this agent have been reported for unsatisfactory course progress/ attendance, non-payment of fees or misbehaviour? Please specify reason for reporting against number of students.

Have student surveys identified any issues with the agent? If so what?

Issues identified from monitoring if applicable and actions to be taken	
Name of staff member completing monitoring	Position
Signature	Date monitoring conducted