

DEEWR 'USE OF AGENTS' LEGISLATION

IN ACCORDANCE WITH DEEWR'S NEW LEGISLATION REQUIRING ALL CRICOS REGISTERED EDUCATION PROVIDERS TO MAINTAIN AND DISPLAY FULL LISTS OF AGENTS (BOTH DOMESTICALLY AND INTERNATIONALLY) WHO REPRESENT THEM OR ACT ON THEIR BEHALF IN DEALING WITH OVERSEAS STUDENTS....

GCA WILL IMPLEMENT (EFFECTIVE 1ST JUNE'2010) THE FOLLOWING POLICY CHANGES:

- ALL INDIVIDUALS/ORGANISATIONS ACTING AS AGENTS FOR GCA MUST PROVIDE ('ON-LINE' VIA ISIS) ALL RELEVANT REGISTRATION/CONTACT DETAILS, AND AGREE FOR THOSE DETAILS TO BE DISPLAYED ON THE GCA WEBSITE
- TO COMPLY WITH DEEWR'S NEW 'USE OF AGENTS' LEGISLATION, IT IS NOW A REQUIREMENT THAT ALL AGENTS REPRESENTING GCA OR ACTING ON GCA'S BEHALF IN DEALING WITH OVERSEAS STUDENTS ...REGISTER THEIR FULL BANKING DETAILS ON LINE VIA 'MY GCA' TO ENSURE THAT THE PAYMENT OF COMMISSIONS IS DIRECTED TO THE CORRECT REGISTERED AGENT, AND COMPLIANCES RELATING TO THESE PAYMENTS RECORDED CORRECTLY, ALLOWING MORE EFFECTIVE, EFFICIENT RECONCILIATION

EFFECTIVE IMMEDIATELY, AND IN LINE WITH THIS LEGISLATION GCA WILL NO LONGER BE ABLE TO MAKE COMMISSION PAYMENTS TO AGENTS UNLESS THAT AGENT IS REGISTERED IN 'MY GCA' AND THEIR BANKING DETAILS IN THE SYSTEM

IN ADDITION ALL AGENTS SHOULD ENSURE THAT THEY HAVE A CURRENT LOG IN AND PASSWORD WHICH WILL ENABLE THEM TO FULLY USE AND UTILISE THE 'MY GCA' SYSTEM

- ALL INDIVIDUALS/ORGANISATIONS ACTING AS AGENTS FOR GCA MUST HAVE A CURRENT AGENCY AGREEMENT (NOW RENEWABLE YEARLY) OUTLINING ALL GCA AGENCY POLICIES/PROCEDURES
- ALL INDIVIDUALS/ORGANISATIONS ACTING AS AGENTS FOR GCA MUST PRODUCE (VIA ISIS) GCA AGENTS CERTIFICATE OF REGISTRATION (FOR EACH OF THE GCA COLLEGES THEY REPRESENT) AND AGREE TO DISPLAY THOSE CERTIFICATES IN A PROMINENT POSITION AT THEIR SALES OFFICES

ALL INDIVIDUALS/ORGANISATIONS ACTING AS AGENTS FOR GCA MUST MAINTAIN AN ADEQUATE STOCK OF ALL GCA COLLEGE BROCHURES (CENTRAL/UIC/METRO) AND ENSURE

RE-ORDERING IS CONTINUED (THROUGH THE NOMINATED DISTRIBUTORS) TO MAINTAIN ADEQUATE STOCKS OF THOSE BROCHURES AT ALL TIMES

- ALL INDIVIDUALS/ORGANISATIONS ACTING AS AGENTS FOR GCA MUST DISPLAY AT THEIR SALES OFFICES A GCA COLLEGE BANNER (GCA/UIC/CENTRAL AND/OR METRO) PROMOTING GCA AND ITS COLLEGES

GCA APPRECIATES THAT THIS MAY CAUSE CHANGES IN AGENT'S OPERATIONAL PROCEDURES, THEREFORE PLEASE SEE LISTED BELOW FULL OPERATIONAL LINKS ON :

HOW TO ENTER YOUR BANKING DETAILS INTO 'MY GCA'

HOW TO RESET YOUR PASSWORD

HOW TO PRINT OFFICIAL AGENTS CERTIFICATES

<https://isis3.isis-systems.com.au/attachments/helpfiles/LoggingInAsAnAgent.pdf>

<https://isis3.isis-systems.com.au/attachments/helpfiles/ProcessForUpdatingBankAccountDetails.pdf>

<https://isis3.isis-systems.com.au/attachments/helpfiles/AgentPasswordRecovery.pdf>

<https://isis3.isis-systems.com.au/attachments/helpfiles/AgentSelfEmailAddressReset.pdf>

<https://isis3.isis-systems.com.au/attachments/helpfiles/ProcessForGeneratingAgentCertificates.pdf>

FOR FURTHER DETAILS RELATING TO THE DEEWR AGENTS AMENDMENTS...PLEASE REFER TO:

www.aei.gov.au/esos

or email

esosmailbox@deewr.gov.au.