



As part of our agent quality assurance process, we require prospective agent to provide Referee to support their application to be the representative of Melbourne College of Business and Technology. The following Agent has listed you as a Referee. All information provided by you is private and confidential. Thank you very much for taking your time to complete this form.

Please select one of the following.

This form is filled in by the nominated referee.

This form is filled in by MCBT Staff after conducting a phone call reference check with the nominated referee.

Referee check conducted by: (For MCBT use only)

Staff Name: _____

Date: / /

Please fill in all blank sections below.

Basic Information						
Agent's Company Name:						
Agent's Principal Counsellor:						
Name of Your Institution:						
Your Name:		Your Position:				
Questions						
1. How long have you been working with this Agent?						
2. Are you willing to provide reference for above Agent?					Yes	No
3. Is the Agent an authorised representative for your institution?					Yes	No
4. Has this Agent submitted successful student applications within the past 12 months?					Yes	No
5. Has this Agent ever conducted unethical behaviour for the duration of your cooperation?					Yes	No
<i>Please provide rating on the following performance perspective. Rating and Rating: 1 = Extremely Poor; 2 = Dissatisfactory; 3 = Average; 4 = Satisfactory; 5 = Excellent</i>						
6. Quality of applications	1	2	3	4	5	
7. Professionalism when submitting application documents	1	2	3	4	5	
8. Speed of communication	1	2	3	4	5	
9. Students are made aware of all College information that are required by National Code 2018	1	2	3	4	5	
10. Agent's market knowledge	1	2	3	4	5	
11. Agent's support when dealing with student's issue	1	2	3	4	5	
Additional Comments:						
Declaration						
I confirm that all information provided above are true and accurate.						
Print Name: _____		Date: __/__/_____				
Signature: _____						