



Student Referral Program Guidelines & Undertaking

AUSTRALIAN TRAVEL EDUCATION PTY LTD trading as **AFTA EDUCATION AND TRAINING** is an education arm of the Australian travel industry association, The Australian Federation of Travel Agents (AFTA). As part of the benefits of **the AFTA Accredited Training Provider** status, you will have an opportunity to receive potential student referrals from us subject to your agreement to our guidelines below. We collect this information in the attached (sample) form to assess the educational and or professional background of the inquirer before we make any recommendation about his/her training prospects with an appropriate* AFTA-accredited training provider. As our role is strictly to monitor quality training and successful career progression into our industry ONLY, we do not enter the discussions between the inquirer and the training provider about the fees, etc. The advice we provide here to inquirers is free of charge and without prejudice. We urge them, however, to seek their independent advice before making any decisions as AFTA E&T will not accept any liability caused by its advice or suggestion. * (Course availability, locality if face-to-face, Study mode, etc.)

1. Training inquiries are usually made through the attached form which is available on the AFTA website and or by a direct email to admin@afta.edu.au with/without the form. Therefore, the referral we forward to you could be in comprehensive detail or just an email inquiry. However, it will be adequate for your follow-up action.

2. Please provide the contact details of your team member who will be a recipient of our referral.

Name of recipient: _____
Email _____

3. Our standard response time commitment to the inquirer is 3 days, i.e. you will need to contact this referral **within 3 business days** from the date we provide his/her information to you. Are you able to provide this commitment? YES NO

If not, tell us how many days you require to respond. Number of Days: (Please note that this could restrict your opportunity to receive only those who particularly request to be referred to your institute.)

4. As our role as AFTA E&T is to monitor our referrals' study experience and ultimate progression into industry careers, we request your advice on their feedback about the course upon graduation.

5. AFTA Education and Training does not take any responsibility for the suitability of the potential referrals or whether they choose to enroll at your college. This is up to the inquirer and your college. Please sign below to indicate your understanding and acceptance of the above conditions.

Regards

AFTA Education and Training Administration

Please confirm your understanding and acceptance of the conditions stated above.

NAME (_____)

RTO (_____)

DATE (_____)