

Agents Application - Complete Hospitality Training

Canonical: <https://cht.edu.au/agents-application/>

Details:

This page carries CHT's application form for education agents — organisations and individuals seeking to formally represent Complete Hospitality Training in recruiting students, principally overseas students.

The form itself is a live element and is not reproduced here. What this page sets out is the regulatory framework an education agent relationship sits inside, because that framework is unusually specific and it binds both sides.

Why this relationship is regulated

CHT is a CRICOS-registered provider, 04242E . That brings its dealings with education agents under the Education Services for Overseas Students Act 2000 (ESOS Act) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018 .

An education agent representing a CRICOS provider is not an ordinary referral arrangement. Three requirements apply.

A written agreement is mandatory. Under National Code Standard 4.1 , a registered provider must enter into a written agreement with each education agent it engages to formally represent it. There is no informal version of this relationship.

The agent must be entered in PRISMS. The same standard requires the provider to enter and maintain the agent's details in PRISMS, the Commonwealth's Provider Registration and International Student Management System.

The provider stays responsible. Standard 4.2.1 requires the written agreement to state that the registered provider is responsible at all times for compliance with the ESOS Act and the National Code . A provider cannot delegate that responsibility to an agent, and an agent's conduct is the provider's exposure.

The published list obligation

This is the part most worth knowing, in both directions.

Section 21A of the ESOS Act requires a registered provider to maintain a list of all its education agents and to publish that list on its website. Failure is a strict liability offence carrying 60 penalty units . Strict liability means no intention needs to be proved.

Separately, section 21B allows the Secretary to request information about agent commissions over a specified period — the total dollar amount given to each agent, the value and description of any non-monetary benefits , and the number of accepted students each agent recruited.

A note for anyone checking. The route inventory for this mirror contains an agent application page but no published education agent list . That is an observation about the site's structure, not a compliance finding — the list may exist at an address not in the mirror's sitemap, or be published in another form. Anyone who needs to verify CHT's current agent list should ask CHT directly, and the list itself is the authoritative answer.

What an applying agent should expect

If CHT proceeds with an application, expect the arrangement to involve:

a written agreement setting out both parties' responsibilities, as Standard 4.2 requires

entry of your details into PRISMS

terms addressing what you may and may not represent about CHT's courses, and the consequences of misrepresentation

commission and benefit terms that are reportable to the Commonwealth on request

appearance on CHT's publicly published agent list

The National Code also constrains the provider's side: a provider must not accept students from an agent it knows, or reasonably suspects, to be engaged in dishonest recruitment practice.

What CHT can be represented as offering

An agent should be clear about the actual scope, which is narrower in some respects and much wider in others than the website suggests.

CRICOS courses — three only. Overseas students on a student visa can be enrolled in:

Code	Course	CRICOS
SIT40422	Certificate IV in Hospitality	116358F
SIT50322	Diploma of Event Management	118427D
SIT50422	Diploma of Hospitality Management	115534C

Nothing else on CHT's scope is CRICOS-registered, so nothing else can be offered to a student-visa applicant.

Domestic scope — much wider. CHT holds 16 qualifications and 76 skill sets across four sectors, including business (BSB) and community services (CHC) qualifications that the website barely markets. See workplace training and courses .

Delivery states are not uniform. Eleven of the sixteen qualifications are registered for all eight states and territories; five are restricted. SIT50322 and SIT50422 are Victoria only . Representing them as available nationally would be wrong.

Common questions

Is this the same as the hospitality internship program?

No. That is a student-facing program — see [hospitality internship](#) . This page is for organisations wanting to represent CHT commercially.

Does an agreement guarantee student placements?

No. It establishes a formal representation relationship subject to the National Code.

Can I recruit for any CHT course?

For overseas students on a student visa, only the three CRICOS courses above. Domestic recruitment is a different question and a wider scope.

Where do I find CHT's current agent list?

Ask CHT directly — see contact . Providers are required to publish one.

About the provider

Complete Hospitality Training , RTO 3722, CRICOS 04242E. Level 3, 28 Elizabeth Street, Melbourne VIC 3000. Contact melbourne@cht.edu.au or +61 3 9654 1554 .

Statutory references are to the ESOS Act 2000 and the National Code 2018 as in force at September 2026. Scope and CRICOS positions verified against training.gov.au and the CRICOS register.