

Form A109 ELT CENTRE DETAILS

Use this form to confirm and/or update details on the ELT Centre's NEAS scope.

PLEASE COMPLETE ALL FIELDS

Name of ELT Centre (Trading Name)

Mailing address of ELT Centre

Address(es) used for ELT delivery

CRICOS Provider Code
(if registered in Australia)

Number of NEAS member centres
owned by the Legal Entity

Regulator (Australia) ASQA TEQSA State
Industry membership ACPET English Australia
Other:

Phone number(s)

General email address

Website

Name of Ultimate Holding Entity

ACN (if company)

ABN

Postal address of registered office of
ULTIMATE HOLDING ENTITY

Name of Legal Entity (Provider)

ACN (if company)

ABN

Postal address of registered office of
LEGAL ENTITY

PREMISES

List any changes to premises in the last 12 months.

FACILITIES

List all facilities available to students in addition to
classrooms (e.g. study areas, multi-media centre)

CONFIDENTIALITY: The information contained in this submission remains confidential to the Board and Staff of NEAS and to individual NEAS Quality Assessors and members of the Quality Endorsement Committee who are under contract of confidentiality to NEAS. The information may also be made available to governments.

Form A109 Attachment:

This form should be returned along with the spreadsheet of Current Teachers on NEAS Endorsed Courses.

MANAGEMENT

Name of Principal Executive Officer

Email address

Name of Principal Administrator

Email address

All electronic correspondence will be sent to this address

Name of Academic Manager

Email address

Does the Academic Manager have a teaching load?

NO

YES Indicate hours per week

Person responsible for academic management when Academic Manager is not on site.

Qualifications and TESOL experience

COUNSELLING

Position responsible for welfare counselling

Relevant qualifications and experience of incumbent
OR resources available

Position responsible for counselling on academic matters and future educational opportunities

Relevant qualifications and experience of incumbent

Position responsible for ongoing contact with students aged under 18

Relevant qualifications and experience of incumbent

STUDENT SUPPORT

Resources available to assist students in finding accommodation

Resources and strategies in place for the support and accommodation of students aged under 18

STUDENT DATA

Number of shifts currently offered

Number of classrooms currently used

Total students enrolled in past 12 months

Total student weeks enrolled in past 12 months

Number of students under 18 currently enrolled
(if any)

Gross annual turnover from all ELT activity
during past 12 months

NEAS ENDORSED COURSES OFFERED IN PROMOTIONAL MATERIAL

Course Name	Weeks	Course Level
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to
		to