

## Form M102 CHANGE OF ACADEMIC MANAGER

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### PLEASE COMPLETE ALL FIELDS

Name of Legal Entity (Provider) making this submission

Business/Trading Name of Legal Entity

Name of current Academic Manager

Name of nominated Academic Manager

Email Address of nominated Academic Manager

Signature of Principal Administrator

I certify that the information contained in this submission is complete and correct.

Date

### ATTACHMENTS

Please attach the following documents in relation to the nominated Academic Manager:

Curriculum vitae reflecting:

- A robust knowledge of and experience in English language teaching
- Experience in leading and managing people

Certified copies of the following qualifications and transcripts (certification stamp must be original, not photocopied)

- Recognised degree or equivalent
- TESOL qualification at Postgraduate Diploma level or equivalent

Copy of letter of appointment/contract (salary details may be deleted)

Copy of position description which includes teaching load if applicable

[Statutory Declaration by Academic Manager](#)

### SUBMISSION OF DOCUMENTS

Email completed form and attachment to:  
[neas@neas.org.au](mailto:neas@neas.org.au)

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

FEE

There is no fee for this service.