

## Form A110 APPLICATION FOR NEAS QUALITY ENDORSEMENT (Providers of ELT Qualifications)

TAX INVOICE ABN 29 003 980 667  
WHEN COMPLETED THIS FORM BECOMES A TAX INVOICE

### PLEASE COMPLETE ALL FIELDS

Name of Ultimate Holding Entity

Name of Legal Entity (Provider) making  
this submission

Trading Name

Name of Principal Administrator

### NOTE

- (i) all sections of the application must be completed
- (ii) all attachments must be included with the application, clearly marked as indicated
- (iii) all criteria must be satisfactorily addressed

**PLEASE ENSURE THAT YOU HAVE READ AND UNDERSTOOD ALL INSTRUCTIONS AND THE FOLLOWING DOCUMENTS PRIOR TO COMPLETING THIS APPLICATION:**

- *NEAS Quality Assurance Framework*
- *A Plain Guide to NEAS Quality Endorsement*
- *Instructions for Applying for Quality Endorsement*

### SUBMITTING THE APPLICATION

- Organise documents in sequence with clear referencing
- All documents to be in Word or PDF (not scanned)
- Submit documents electronically

Email completed forms and attachments 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 and members of the Quality Endorsement Committee who are under contract of confidentiality to NEAS. The information may also be made available to governments.

Keep a copy of this application and attachments.  
All documentation must be complete and payment received before this application can be processed.

### PAYMENT

DOMESTIC AND INTERNATIONAL FEE  
\$5,775.00  
+ GST \$577.50  
Total: **\$6,352.50**

#### Please indicate method of payment:

CHEQUE (payable to NEAS)  
CREDIT CARD  
([neas.org.au/formsandguides/payments](https://neas.org.au/formsandguides/payments))  
EFT  
(BSB 032-099 ▪ A/C No 187624 ▪ A/C Name NEAS)

**When making payment please quote  
A110 and Provider Name**

#### Indicate date of payment:

Please note that a **separate fee** applies to submission of  
*Form A112 Application for Endorsement of an ELT  
Qualification*

NEAS  
ABN 29 003 980 667  
Suite 211  
25-9 Berry Street  
North Sydney NSW 2060  
T +61 2 9055 9275  
E [neas@neas.org.au](mailto:neas@neas.org.au)  
W [neas.org.au](https://neas.org.au)

### To complete this application you will also need:

*Instructions for Applying for Quality Endorsement  
Application for Endorsement of an ELT Qualification  
NEAS Quality Assurance Framework  
A Plain Guide to NEAS Quality Endorsement*

These documents are available from NEAS or can be downloaded from the NEAS website.

### Declaration

**I declare that the information in this application is true and correct.**

**I am authorised on the behalf of the provider to submit this application.**

*I have read and understand the terms and conditions.*

Signature:

Name and  
position:

## Provider Profile and Declarations

### Name of Ultimate Holding Entity (Member)

ACN (if company)      ABN (Australia only)

Postal address of registered office of  
ULTIMATE HOLDING ENTITY

### Name of Legal Entity (Provider)

ACN (if company)      ABN (Australia only)

### Type of Legal Entity

- Company
- Partnership
- Trust
- Sole proprietor
- Other (please specify)

Postal address of registered office of  
LEGAL ENTITY

### Provider's main area of operation

- Government      Non-government
- VET
- Higher education
- Other (please specify)

Trading Name to be used for ELT Centre

Postal address of Provider  
(for all NEAS correspondence)

Street address of premises for delivery of course(s)

Phone number of Provider

Website of Provider

General email address of Provider

### Name of Principal Executive Officer

Email address of Principal Executive Officer

### Name of Principal Administrator

Email address of Principal Administrator



All electronic correspondence from NEAS will be sent to  
this address

### Name of Academic Manager

Email address of Academic Manager

CRICOS Code

## Provider Profile and Declarations (continued)

Attachment	Documentation
1.1	ASIC printout showing directors of legal entity, if incorporated (Australia only)
1.2	Certificate of Registration of Trading or Business Name of the Provider, showing ownership of the name by the legal entity
1.3	Organisational chart of the ELT Centre showing positions, names and lines of responsibility
1.4	Organisational chart of the whole organisation, if different from Attachment 1.3
1.5	<a href="#">Statutory Declaration by Principal Administrator</a> 
1.6	Copy of Principal Administrator's position description
1.7	<a href="#">Statement by Independent Accountant</a> 
1.8	List of all proposed ELT Qualification courses at this stage: Include name, type and duration as recorded on course application <i>Form A112</i> ). Include code for any course(s) already registered on CRICOS. <i>NOTE: Additional courses may be added to scope at a later date.</i>
1.9	Copy of most recent audit report by relevant accrediting body (e.g. ASQA, TEQSA)
1.10	Evidence of membership of peak bodies, if any

## Premises

Attachment	Documentation
2.1	Information regarding current lease or ownership. If a lease, information should include: <ul style="list-style-type: none"> <li>▪ Expiry date</li> <li>▪ Any restrictions to operations</li> </ul>
2.2	Copy of final occupation/occupancy certificate issued by the local government authority or registered independent certifier indicating zoning for educational purposes, maximum number of occupants and any limits to hours of operation
2.3	Copy of fire safety certificate
2.4	Floor plans showing the function of each room (indicate on the plan any rooms or areas shared with non-ELT Qualification programs)
2.5	List of teaching rooms and additional study areas, with dimensions of each in square metres

## International Applications Only

Is the organisation currently affiliated with any organisation(s) in Australia?

Response		Documentation Required
No	Yes	Attach list of affiliated organisations within Australia and locations Attach a description of the nature of the affiliation - partnership, owner, franchise

Does your organisation currently operate in other countries?

Response		Documentation Required
No	Yes	Attach a list of any countries where your organisation operates

Is the ELT centre making this application part of a larger organisation offering other courses of study?

Response		Documentation Required
No	Yes	Attach a list of other sectors of education the organisation operates in.

Attachment		Documentation
	1.11	▪ Copy of Registration of a Company and/or partnership contract

## Appendix Documents to be submitted with the Application for Quality Endorsement

### QUALITY SPECIALISATION I ELT QUALIFICATIONS

The attachment numbers correspond to numbering in the *NEAS Quality Assurance Framework*. Please refer to the *Framework* for details, and number attachments accordingly.

Attachment	Documentation
I.1	For each course, submit a separate <b>Form A112 Application for Endorsement of an ELT Qualification</b> along with documentation indicated on it.
I.2.1	List of all teaching staff currently employed, tabulated under the following headings: <ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Qualifications</li> <li>▪ Years of TESOL experience</li> <li>▪ Date of commencement at the Provider</li> </ul>

#### Evidence that workplace documentation and communication practices and systems provide and support:

I.1.5, I.1.6	Validation and moderation of assessment instruments
I.2.1	The recruitment of teaching staff, including: <ul style="list-style-type: none"> <li>▪ Verification of qualifications and experience</li> <li>▪ Allocation of staff appropriate to programs and students</li> <li>▪ Covering absent teaching staff</li> </ul>
I.3	The organisation, supervision and assessment of a suitable practical component
I.4	The evaluation and review of courses, including: <ul style="list-style-type: none"> <li>▪ Analysis of student achievement</li> <li>▪ Teaching and supervision records</li> <li>▪ Stakeholder feedback</li> <li>▪ External benchmarking</li> </ul>
I.5	An appropriate and ethical process for the recognition of prior learning
I.7.4	Regular feedback to students on their progress and achievement
I.7.5	Counselling of students on academic matters and professional opportunities

## Documents to be submitted with the Application for Quality Endorsement

### QUALITY AREA B THE STUDENT EXPERIENCE

The attachment numbers correspond to numbering in the *NEAS Quality Assurance Framework*. Please refer to the *Framework* for details, and number attachments accordingly.

**Evidence that workplace documentation and communication practices and systems provide and support:**

Attachment	Documentation
B1	<ul style="list-style-type: none"><li>▪ Induction and training of admissions staff</li><li>▪ Responsibility for keeping staff up to date with government regulations</li><li>▪ Review and update of procedures and documentation as required</li></ul>
B2.2 B2.3	Information and support for students to adjust to living and studying, including: <ul style="list-style-type: none"><li>▪ Orientation program</li><li>▪ Welfare counselling</li><li>▪ Accommodation assistance if applicable</li><li>▪ Information to assist students to act safely and to seek help as needed inside and outside the Provider's premises</li></ul>
B4	The handling and review of complaints and appeals

### QUALITY AREA C RESOURCES AND FACILITIES

The attachment numbers correspond to numbering in the *NEAS Quality Assurance Framework*. Please refer to the *Framework* for details, and number attachments accordingly.

**Evidence that workplace documentation and communication practices and systems provide and support:**

Attachment	Documentation
C4	List of ELT Centre's educational resources for course planning and delivery, including independent learning
C5	The acquisition, development and use of educational resources, as made known to staff

## Part 3

### QUALITY AREA D

#### ADMINISTRATION, MANAGEMENT AND STAFFING

The attachment numbers correspond to numbering in the *NEAS Quality Assurance Framework*. Please refer to the *Framework* for details, and number attachments accordingly.

Attachment	Documentation
D2.2	<ul style="list-style-type: none"><li>CV of Program Manager</li><li><b>Copies</b> of qualifications of Academic Manager, verified by the Principal Administrator</li></ul>
D2.3	Copy of letter of appointment of Academic Manager and position description

**Evidence that workplace documentation and communication practices and systems provide and support:**

D2	<ul style="list-style-type: none"><li>Arrangements for counselling students on academic matters and future educational opportunities</li><li>Arrangements for student welfare counselling</li></ul>
D3.1 D3.2	The dissemination of information to students, staff and other stakeholders
D3.3	The induction of teaching, administration and marketing staff
D4.3 D4.4	The planning and provision of professional development for all staff

### QUALITY AREA E

#### PROMOTION AND STUDENT RECRUITMENT

The attachment numbers correspond to numbering in the *NEAS Quality Assurance Framework*. Please refer to the *Framework* for details, and number attachments accordingly.

Attachment	Documentation
E1 E2	<ul style="list-style-type: none"><li>Copy (or draft) of the Provider's promotional material, including printed material</li><li>Copy of the written agreement between the Provider and the student</li><li>Copy of documents provided to students prior to enrolment</li></ul>
E1.2	Procedure for maintaining the consistency, accuracy and clarity of all forms of promotional material

## Part 3

# QUALITY AREA G

## STRATEGY, RISK AND GOVERNANCE

The attachment numbers correspond to numbering in the *NEAS Quality Assurance Framework*. Please refer to the *Framework* for details, and number attachments accordingly.

Attachment	Documentation
G1.1	The organisation's statement of vision and goals
G1.2	The organisation's strategic plan
G1.3	The organisation's business plan
G2.1	Org chart showing reporting lines and responsibilities
G2.4	Position descriptions for three different positions, including qualifications and skills required
G3	Policy and procedure governing reviews and reports by finance committee / delegated officer
G3.1	Name and qualifications of delegated finance officer / head of finance committee
G3.4	Document outlining delegations for approving expenditure, as made available to staff
G4.2	Statement of risk appetite as set by the governing body (or owner operator)
G4.3	Policy and procedures for managing operational risk
G4.4	Policy and procedures relating to crises and business continuity
G4.5	Risk assessment templates in use by staff
G5.1	Staff code of conduct
G5.2	Compliance management policy and procedures
G5.3	Policy and procedures for fraud and corruption control
G5.4	Policy and procedures relating to diversity
G5.5	Policy and procedures relating to sustainability
G6.1	Policy and procedures for ensuring WHS compliance and minimising risk
G6.3	Samples of templates used to receive and respond to information about risks and incidents and to document action taken
G6.5	Policy and procedures to prevent violence, aggression and bullying

### Evidence that workplace documentation and communication practices and systems provide and support:

Attachment	Documentation
G1.4	Stakeholder involvement in the development and review of strategic and business plans
G1.5	Reporting against strategic and business plans
G2.2	Induction and development for members of governing body
G2.5	Determination of remuneration for management, teaching and administrative positions
G2.6	Internal and external audits, and follow-up by management
G3	Regular reviews of finance policies and procedures
G4	Regular review of risk management policies and procedures
G5.6	Training on components of the organisation's ethical framework
G5.7	Feedback from stakeholders in relation to monitoring and review of policies
G6.4	Up to date knowledge of WHS throughout the organisation
G6.6	Evidence of monitoring of effectiveness of WHS policy, e.g. minutes, reports



# NOTES – Application for Quality Endorsement of an ELT Centre

To be read in conjunction with NEAS Quality Assurance Framework

## PART 1: PROVIDER PROFILE AND DECLARATIONS

- The term **Principal Administrator** designates the person NEAS holds responsible for the ELT centre's compliance with legislative and regulatory requirements regardless of the person's title and other responsibilities within the organisation.
- The term **Academic Manager** designates the person with responsibility for the academic management of the ELT Qualification(s) regardless of the person's title and other responsibilities within the organisation.

## PART 2: PREMISES

### Section B: Premises

- Additional study areas may include, but are not limited to:
  - computer room
  - library
  - resource centre
  - language laboratory
  - self-study areas

## PART 3: QUALITY SPECIALISATION AND QUALITY AREAS

### QUALITY SPECIALISATION II: ELT QUALIFICATIONS

#### II.1 Course design

A guide is attached to *Form A112 Application for Endorsement of an ELT Qualification*.

#### II.1.5 Australian Qualifications Framework (AQF) level

Where a course is accredited outside Australia, course objectives align with the relevant qualifications framework in that country and/or can be mapped to the AQF.

#### II.2 Qualifications of teaching staff

Qualifications of teaching staff should meet NEAS requirements in terms of duration, practicum and recognition. The detailed information necessary for assessing qualifications and/or experience of applicant teachers can normally be found in program transcripts from universities and statements of service from previous employers.

#### II.3 Practical component

A suitable practical component includes at least six hours actual classroom teaching practice, as distinct from observing other teachers. It does not include simulated or on-line activities, or tutoring.

## QUALITY AREA B: The Student Experience

### B4.2 Complaints and appeals

ELT centres should check with the relevant government authority to ensure that the complaints and appeals procedures comply with any additional regulatory requirements.

## QUALITY AREA C: Resources and Facilities

### C4 Teaching and learning resources

Course materials may include items that are copied from printed, audio-visual or online sources. Copying materials from any of these sources may involve reproducing items protected by copyright. The Provider should ensure copying practice complies with legislative and regulatory requirements in the relevant jurisdiction.

In Australia, a number of licences are available which permit institutions to reproduce copyright material for educational purposes lawfully. Information about licences can be obtained by contacting the following organisations:

Television courses (including cable and satellite) and radio broadcasts  Screenrights <a href="http://www.screen.org">www.screen.org</a>	Performance of music and/or printed music  APRA/AMCOS <a href="http://www.apra.com.au">www.apra.com.au</a>	Printed material from books, publications and online sources  Copyright Agency Limited (CAL) <a href="http://www.copyright.com.au">www.copyright.com.au</a>
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## QUALITY AREA D: Administration, Management and Staffing

### D2.5 Terms and conditions

NEAS does not set down particular working conditions for staff. These should be determined by referring to relevant Commonwealth or State/Territory industrial legislation.

### D3.3 Staff induction

Effective induction of new staff may include but is not limited to information on:

- organisational structure, policies and procedures
- expectations of staff; code of practice
- curriculum/program delivery
- intellectual property and copyright information
- occupational health and safety
- NEAS Quality Endorsement

### D4 Professional Development

Professional development may include but is not limited to:

- in-house seminars or workshops
- assistance with attendance at relevant conferences
- support to pursue further qualifications
- a library of up-to-date professional references readily available to teaching staff