

Form A111 APPLICATION FOR NEAS QUALITY ENDORSEMENT (Providers of ELT Qualifications - Additional Location)

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

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

\$1,760.00

+ GST \$176.00

Total: \$1,936.00

Please indicate method of payment:

CHEQUE (payable to NEAS)

CREDIT CARD

(neas.org.au/formsandguides/payments)

EFT

(BSB 032-099 ▪ A/C No 187624 ▪ A/C Name NEAS)

**When making payment please quote
A111 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

25-29 Berry Street

North Sydney NSW 2060

T +61 2 9055 9275

E neas@neas.org.au

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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)

Please ensure attachments are clearly identified by numbers below.

Attachment		Documentation
	1	Certificate of Registration of Trading or Business Name of the Provider, showing ownership of the name by the legal entity
	2	Statutory Declaration by Principal Administrator

Premises

Attachment		Documentation
	2.1	Information regarding current lease or ownership. If a lease, information should include: <ul style="list-style-type: none">▪ Expiry date▪ Any restrictions to operations
	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

Appendix Documents to be submitted with the Application for Quality Endorsement

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

If different from existing ELT location(s), evidence that workplace documentation and communication practices and systems provide and support:

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

If different from existing ELT location(s), evidence that workplace documentation and communication practices and systems provide and support:

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

Attachment	Documentation
C4	List of ELT Centre's educational resources for course planning and delivery, including independent learning

If different from existing ELT location(s), evidence that workplace documentation and communication practices and systems provide and support:

C5	The acquisition, development and use of educational resources, as made known to staff
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Documents to be submitted with the Application for Quality Endorsement

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">CV of Program ManagerCopies of qualifications of Academic Manager, verified by the Principal Administrator
D2.3	Copy of letter of appointment of Academic Manager and position description

If different from existing ELT location(s), evidence that workplace documentation and communication practices and systems provide and support:

D2	<ul style="list-style-type: none">Arrangements for counselling students on academic matters and future educational opportunitiesArrangements for student welfare counselling
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.

If different from existing ELT location(s), please also attach:

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

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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
	G4.5	Risk assessment templates in use by staff
	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

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

Attachment		Documentation
	G1.5	Reporting against strategic and business plans
	G5.6	Training on components of the organisation's ethical framework
	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