

## AGENDA / RECORD OF NEAS ENDORSEMENT COMMITTEE MEETING

27/07/2021

### Meeting

#### Attendees:

Patrick Pheasant	<i>Convenor</i>
Daniel Yuen	<i>NEAS OM</i>
Jacky Ronan	<i>Independent</i>
Cameron Heath	<i>Independent</i>

#### Agenda Items:

<b>CENTRES</b>
<ul style="list-style-type: none"> <li>Hills Language College: Letter of Application for Pending status – submitted for review and decision</li> <li>All Saints International Centre: Email notifying of Membership cessation</li> </ul>
<b>AGENTS</b>
Nil
<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>
Nil
<b>ELT PROFESSIONALS</b>
<ul style="list-style-type: none"> <li>Craig Shayer – documents submitted. Check Cameron on next steps</li> </ul>
<b>PENDING, DISCOUNT</b>
<ul style="list-style-type: none"> <li>Explore English – update and next steps; unsuccessful with Innovation Fund application</li> <li>MIT Institute – update and next steps; received \$150K grant from Innovation Fund</li> <li>Scots College – update; received \$150K grant from Innovation Fund</li> </ul>

CENTRES	
Details	
<ul style="list-style-type: none"><li>• Hills Language College</li><li>• All Saints Intl Centre</li></ul>	<ul style="list-style-type: none"><li>• Approve 6 months Pending; review end January 2022</li><li>• Letter to acknowledge membership cessation</li></ul>

<b>AGENTS</b>
<b>Details</b>
Nil

PRODUCTS & SERVICES; ELT QUALIFICATION; ONLINE	
Details	
Nil	<ul style="list-style-type: none"><li>No action required</li></ul>

ELT PROFESSIONALS	
Details	
Nil	<ul style="list-style-type: none"><li>TBC</li></ul>

PENDING, DISCOUNT Details	
<ul style="list-style-type: none"><li>• Explore English</li><li>• MIT Institute</li><li>• Scots College</li></ul>	<ul style="list-style-type: none"><li>• Daniel to flag on Watchlist, next payment due Oct 2021</li><li>• Daniel to email, give instruction for Pending a status, 6 months</li><li>• No action required</li></ul>

## AGENDA / RECORD OF NEAS ENDORSEMENT COMMITTEE MEETING

02/08/2021

### Meeting

#### Attendees:

Patrick Pheasant	<i>Convenor</i>
Daniel Yuen	<i>NEAS OM</i>
Jacky Ronan	<i>Independent</i>
Cameron Heath	<i>Independent</i>

#### Agenda Items:

<b>CENTRES</b>
Review Self-Assessments submissions from: <ul style="list-style-type: none"> <li>UOW Dubai College,</li> <li>E2Language.</li> </ul>
<b>AGENTS</b>
Nil
<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>
Quality Product / Service: <ul style="list-style-type: none"> <li>Cambridge Assessment: CELTA, Online CELTA, Linguaskill – review Report.</li> <li>SMRT English – review Report.</li> </ul>
<b>ELT PROFESSIONALS</b>
<ul style="list-style-type: none"> <li>Alex Nanni – capstone submitted. Review submission and determine Endorsements.</li> <li>Craig Shayer – documents submitted. Check Cameron on next steps.</li> </ul>
<b>PENDING, DISCOUNT</b>
<ul style="list-style-type: none"> <li>Explore English (MCIE): (a) only accepting offshore applications; (b) Academic Manager departs 13/8/21; (c) Daily operations end on 10/9/21. <ul style="list-style-type: none"> <li>Fees are current up to October 2021.</li> <li>MCIE TESOL CERT IV Endorsement current to March 2022.</li> </ul> </li> </ul>

CENTRES	
Details	
<ul style="list-style-type: none"><li>• UOWD College</li><li>• E2Language</li></ul>	<ul style="list-style-type: none"><li>• Submission review, approved. File and update systems.</li><li>• Submission review, approved. File and update systems.</li></ul>

<b>AGENTS</b>
<b>Details</b>
Nil

PRODUCTS & SERVICES; ELT QUALIFICATION; ONLINE	
Details	
<ul style="list-style-type: none"><li>Cambridge Assessment</li><li>SMRT English</li></ul>	<ul style="list-style-type: none"><li>Report approved, confirm Endorsement, notify KO, HT.</li><li>Report approved, confirm Endorsement, notify KO, HT.</li></ul>

ELT PROFESSIONALS	
Details	
Alex Nanni	<ul style="list-style-type: none"><li>Capstone approved. Endorsements confirmed. notify KO, HT.</li></ul>

<b>PENDING, DISCOUNT</b>
<b>Details</b>

<ul style="list-style-type: none"><li>• Explore English</li></ul>	<ul style="list-style-type: none"><li>• Await Letter of Application for Pending status from Jakki.</li><li>• If Explore English is approved for Pending status, move full Centre status to MCIE and invoice MCIE for: (a) Certificate IV in TESOL and for full Centre cost in March 2022, when ELT Quals Endorsement due.</li></ul>
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## AGENDA / RECORD OF NEAS ENDORSEMENT COMMITTEE MEETING

12/08/2021

### Meeting

#### Attendees:

Patrick Pheasant	<i>Convenor</i>
Daniel Yuen	<i>NEAS OM</i>
Jacky Ronan	<i>Independent</i>
Cameron Heath	<i>Independent</i>

#### Agenda Items:

<b>CENTRES</b>	
<ul style="list-style-type: none"> <li>ELC Malaysia – move from Pending to Endorsed. Developed tailored Quality Endorsement exercise: <ul style="list-style-type: none"> <li>Online Health Checks (surveys) for staff and students.</li> <li>Two 30-minute focus groups with: (a) students; (b) teachers by a designated NEAS Quality Assessor.</li> <li>Observation of a recently-recorded online class by the NEAS Quality Assessor.</li> <li>Produce Addendum to QRV ELC Malaysia 2019 Report.</li> </ul> </li> <li>Note: ELC also interested in using NEAS Assist service for benchmarking exercise.</li> </ul>	
<b>AGENTS</b>	
Nil	
<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>	
Quality Product / Service: <ul style="list-style-type: none"> <li>Cambridge Assessment, SMRT English Reports sent.</li> <li>AgentBee made contact. Software company. Provides systems for institutions and aggregator agents to grow and manage agent network. Propose collaboration – promotional posts on AgentBee platforms. We can counter propose: (a) referral fees for realised agent endorsements, (b) paid endorsement of AgentBee platform as Quality Product &amp; Service.</li> </ul>	
<b>ELT PROFESSIONALS</b>	
Nil	
<b>PENDING, DISCOUNT</b>	
<ul style="list-style-type: none"> <li>Inus Australia – request for discount for July 2020 invoice of \$5,005; also deferral of payment of July 2021 invoice for 6 months \$5,005.</li> <li>Scots English College – request for “grant of extension” to invoice \$6,127 (annual fee and online course endorsement), due 31/8/2021.</li> <li>Universal English College – heavily impacted. Surviving, but continuous losses. Letter for Pending (enclosed). Seek pause on payment for 6 months, with review end January 2022.</li> <li>IH Sydney – request for August invoice: Maintain endorsement of Sydney City Main Centre. Freeze (Pend) the other (3x) satellite campuses, as well as the ELT and Premium Product endorsements.</li> <li>ELC Malaysia – request 50% discount 2021 invoice of \$5,005. Already received pause of 6 months to 31/8/21.</li> </ul>	
<b>OTHER</b>	
<ul style="list-style-type: none"> <li>Formalising Area H changes, addition of Areas M and N – notifying the Board</li> </ul>	

<b>CENTRES</b>	
<b>Details</b>	
<ul style="list-style-type: none"> <li>ELC Malaysia</li> </ul>	<ul style="list-style-type: none"> <li>Proceed as outlined, after receipt of payment.</li> </ul>
<b>AGENTS</b>	
<b>Details</b>	
Nil	

PRODUCTS & SERVICES; ELT QUALIFICATION; ONLINE	
Details	
<ul style="list-style-type: none"> <li>AgentBee</li> </ul>	<ul style="list-style-type: none"> <li>Agreed to offer AgentBee review/endorsement of their Product/Service. No to use of AgentBee platform for promotions. No to referral fees for agent endorsements.</li> </ul>

ELT PROFESSIONALS	
Details	
Nil	

PENDING, DISCOUNT	
Details	
<ul style="list-style-type: none"> <li>Inus Australia – request for</li> <li>Scots English College</li> <li>Universal English College</li> <li>IH Sydney</li> <li>ELC Malaysia</li> </ul>	<ul style="list-style-type: none"> <li>Discount for July 2020 invoice. Deferral of payment of July 2021 invoice for 6 months TBC – await INUS email and formal request.</li> <li>Grant of extension. DY to offer 3 month extension in first instance.</li> <li>Pause on payment for 6 months, review end January 2022 – agreed.</li> <li>Maintain endorsement of Main Centre. Pending for 3x Additional Centres, ELT and Premium Product endorsements – agreed.</li> <li>50% discount applied.</li> </ul>

OTHER	
Details	
<ul style="list-style-type: none"> <li>Area H changes</li> <li>Areas M&amp;N additions</li> </ul>	<ul style="list-style-type: none"> <li>This record serves to notify Board of updates to Area H.</li> <li>This record servers to notify Board that new Quality Areas M and N have been added to website.</li> </ul>

## AGENDA / RECORD OF NEAS ENDORSEMENT COMMITTEE MEETING

19/08/2021

### Meeting

#### Attendees:

Patrick Pheasant	<i>Convenor</i>
Daniel Yuen	<i>NEAS OM</i>
Jacky Ronan	<i>Independent</i>
Cameron Heath	<i>Independent</i>

#### Agenda Items:

<b>CENTRES</b>
<ul style="list-style-type: none"> <li>Refer to Pending section below.</li> </ul>
<b>AGENTS</b>
Nil
<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>
<p>Online Course Endorsements:</p> <ul style="list-style-type: none"> <li>University of New England submitted completed application for Online Course Endorsement. OM updated Endorsement Committee of this new opportunity.</li> <li>Mahidol University International College (MUIC) emailed expressing interest in and asking questions about Online Course Endorsement. OM responded and setup online meeting the following week to discuss further with Centre.</li> </ul>
<b>ELT PROFESSIONALS</b>
Nil
<b>PENDING, DISCOUNT</b>
<ul style="list-style-type: none"> <li>MIT Institute – emailed request for Pending status, outlining zero enrolment situation and low likelihood of restarting English classes until borders reopen.               <ul style="list-style-type: none"> <li>Endorsement Committee to consider and respond.</li> </ul> </li> <li>All Saints International College provided additional information after earlier cessation of Membership and lodged a Letter of Application for Pending status. The Letter advised of student numbers and impact of border closure on business and operations.               <ul style="list-style-type: none"> <li>Endorsement Committee to consider and respond.</li> </ul> </li> <li>The University of Newcastle Language Centre – emailed requesting: (a) retain endorsement of Main Centre in Newcastle; (b) cease endorsement of Sydney Centre; and (c) cease its Premium Product endorsement. This will reduce invoice for Annual Return Fee.               <ul style="list-style-type: none"> <li>Endorsement Committee to consider and respond.</li> </ul> </li> <li>Griffith University requested to discontinue or lapse NEAS Membership.               <ul style="list-style-type: none"> <li>OM asked Centre to consider Pending status and submit a Letter of Application for Pending.</li> </ul> </li> </ul>
<b>OTHER</b>
Nil

<b>CENTRES</b>
<b>Details</b>
Refer to Pending section below.

<b>AGENTS</b>
<b>Details</b>
Nil

<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>
<b>Details</b>

Nil	
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## ELT PROFESSIONALS

### Details

Nil	
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## PENDING, DISCOUNT

### Details

<ul style="list-style-type: none"> <li>MIT Institute</li> <li>All Saints International College</li> <li>The University of Newcastle Language Centre</li> <li>Griffith University</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement Committee reviewed email and requested MIT Institute submit formal Letter of Application for Pending status, given Pending status will be listed publicly. OM to advise MIT Institute.</li> <li>Endorsement Committee approved the following: <ul style="list-style-type: none"> <li>Place Centre on Pending for 6 months from Monday 23/8/21,</li> <li>Review circumstances in the week commencing 21/2/22,</li> <li>Pause the June invoice (INV-20215-1577),</li> <li>OM to write a formal Letter to respond with Committee's decision,</li> <li>MSO updates website and systems.</li> </ul> </li> <li>Endorsement Committee agreed on Main Centre retention and cessation of Sydney Centre and Premium Product endorsement: <ul style="list-style-type: none"> <li>Stuart to revise INV-20218-11950 to: \$4,550,</li> <li>OM to write a formal Letter to respond with Committee's decision,</li> <li>MSO updates website and systems.</li> </ul> </li> <li>Endorsement Committee to await Griffith University response regarding Pending status consideration.</li> </ul>
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## OTHER

### Details

Nil	
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## AGENDA / RECORD OF NEAS ENDORSEMENT COMMITTEE MEETING

02/09/2021

### Meeting

#### Attendees:

Patrick Pheasant	<i>Convenor</i>
Daniel Yuen	<i>NEAS OM</i>
Jacky Ronan	<i>Independent</i>
Cameron Heath	<i>Independent</i>

#### Agenda Items:

<b>CENTRES</b>
<ul style="list-style-type: none"> <li>• ELC Malaysia – special Quality Assessment Activity to bring from Pending to Endorsement status:             <ul style="list-style-type: none"> <li>- Consider Assessor report, decide if Centre meets Endorsed status.</li> </ul> </li> <li>• Self-Assessments completed by:             <ul style="list-style-type: none"> <li>- Charleston English;</li> <li>- Ivanhoe Grammar School;</li> <li>- Explore English.</li> <li>- Review and discuss completed Self-Assessments.</li> </ul> </li> </ul>
<b>AGENTS</b>
Nil
<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>
Nil
<b>ELT PROFESSIONALS</b>
Nil
<b>PENDING, DISCOUNT</b>
<ul style="list-style-type: none"> <li>• LSI (Brisbane) – request for discount             <ul style="list-style-type: none"> <li>- Pay in monthly instalments (no interest) between now and 30 June 2022 to ensure paid in FY,</li> <li>- Ask for a 25% reduction (\$5,005 - less discount of \$1250),</li> <li>- \$3,755 for the annum in 10 payments - \$375.50 per month starting 31st August.</li> <li>- Endorsement Committee to consider and respond.</li> </ul> </li> </ul>
<b>OTHER</b>
<ul style="list-style-type: none"> <li>• AEMG report finished, emailed to customer. Summary:             <ul style="list-style-type: none"> <li>- Charge = \$2,460 plus GST. Cost for David's work = \$1,500 plus GST</li> <li>- Margin for NEAS = 39%</li> </ul> </li> </ul>

#### Endorsement Committee Decisions:

CENTRES	
Details	
<ul style="list-style-type: none"><li>• ELC Malaysia</li><li>• Self-Assessments by:<ul style="list-style-type: none"><li>- Charleston English;</li><li>- Ivanhoe Grammar School;</li><li>- Explore English.</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Decision: Accept Report and promote to Endorsed Centre.</li><li>• Decision: Accept Self-Assessments – DY to write tailored responses to each Centre.</li></ul>

AGENTS	
Details	
Nil	



PRODUCTS & SERVICES; ELT QUALIFICATION; ONLINE	
Details	
Nil	

ELT PROFESSIONALS	
Details	
Nil	

PENDING, DISCOUNT	
Details	
<ul style="list-style-type: none"> <li>LSI</li> </ul>	Decision: <ul style="list-style-type: none"> <li>Pay in monthly instalments (no interest) between till 30 June 2022.</li> <li>Apply a 25% reduction (\$5,005 - less discount of \$1250).</li> <li>\$3,755 for the annum in 10 payments - \$375.50 per month starting 31st August.</li> </ul>

OTHER	
Details	
Nil	

## AGENDA / RECORD OF NEAS ENDORSEMENT COMMITTEE MEETING

16/09/2021

### Meeting

#### Attendees:

Patrick Pheasant	<i>Convenor</i>
Daniel Yuen	<i>NEAS OM</i>
Jacky Ronan	<i>Independent</i>
Cameron Heath	<i>Independent</i>

#### Agenda Items:

<b>CENTRES</b>
Nil
<b>AGENTS</b>
Nil
<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>
Nil
<b>ELT PROFESSIONALS</b>
<ul style="list-style-type: none"> <li>Michael Bos – Master Practitioner project proposal, or Committee's review and consideration.</li> <li>Craig Shayer – update.</li> </ul>
<b>PENDING, DISCOUNT</b>
Nil
<b>OTHER</b>
Nil

#### Endorsement Committee Decisions:

<b>CENTRES</b>
<b>Details</b>
Nil

<b>AGENTS</b>
<b>Details</b>
Nil

<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>
<b>Details</b>
Nil

ELT PROFESSIONALS	
Details	
<ul style="list-style-type: none"><li>Michael Bos</li><li>Craig Shayer</li></ul>	<ul style="list-style-type: none"><li>Daniel to contact Michael Bos to convey Endorsement Committee's request for a coversheet / executive summary to the syllabus document, articulating how the NEAS Quality Framework has been reflected in the syllabus.</li><li>Cameron to contract Craig Shayer to provide additional information for aspects of the application that are not clear.</li></ul>

<b>PENDING, DISCOUNT</b>
<b>Details</b>

Nil	
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<b>OTHER</b>	
<b>Details</b>	
Nil	

## AGENDA / RECORD OF NEAS ENDORSEMENT COMMITTEE MEETING

23/09/2021

### Meeting

#### Attendees:

Patrick Pheasant	<i>Convenor</i>
Daniel Yuen	<i>NEAS OM</i>
Jacky Ronan	<i>Independent</i>
Cameron Heath	<i>Independent</i>

#### Agenda Items:

<b>CENTRES</b>
Nil
<b>AGENTS</b>
Nil
<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>
<ul style="list-style-type: none"> <li>St Paul's School – Online Course Endorsement. Review, discuss approval of Report.</li> </ul>
<b>ELT PROFESSIONALS</b>
<ul style="list-style-type: none"> <li>Michael Bos – Master Practitioner project proposal. Executive Summary provided linking project to NEAS QAF. For Committee's review and consideration.</li> <li>Craig Shayer – discuss submission and queries.</li> </ul>
<b>PENDING, DISCOUNT</b>
<ul style="list-style-type: none"> <li>Tasmanian College of English – discount request. Review, discuss next steps. Also consider upcoming Nov 2021 invoice.</li> </ul>
<b>OTHER</b>
Nil

#### Endorsement Committee Decisions:

<b>CENTRES</b>
<b>Details</b>
Nil

<b>AGENTS</b>
<b>Details</b>
Nil

<b>PRODUCTS &amp; SERVICES; ELT QUALIFICATION; ONLINE</b>
<b>Details</b>
<ul style="list-style-type: none"> <li>St Paul's School</li> <li>Online Course Endorsement – report approved.</li> </ul>

ELT PROFESSIONALS	
Details	
<ul style="list-style-type: none"><li>Michael Bos</li><li>Craig Shayer</li></ul>	<ul style="list-style-type: none"><li>Executive Summary approved<ul style="list-style-type: none"><li>Daniel to draft Letter for Patrick’s approval, before emailing.</li></ul></li><li>Daniel to email Craig to convey Endorsement Committee’s request for an executive summary to the submitted documents, articulating how the NEAS Quality Framework has been reflected in his project</li></ul>

<b>PENDING, DISCOUNT</b>
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Details	
<ul style="list-style-type: none"> <li>Tasmanian College of English</li> </ul>	<ul style="list-style-type: none"> <li>Endorsement Committee agreed to 50% discount, thereby waiving balance of 2020 fees still outstanding.               <ul style="list-style-type: none"> <li>Daniel to email College notifying Centre of this discount and also flagging the upcoming 2021 fees due in November (invoice to be sent October) and getting Centre's response to upcoming invoice.</li> </ul> </li> </ul>

OTHER	
Details	
Nil	