

Form C104 CHANGE(S) TO EXISTING NEAS ENDORSED ELT COURSE

Use this form to make changes to an existing ELT course which has been endorsed by NEAS.

PLEASE COMPLETE ALL FIELDS

Name of Legal Entity (Provider) making this submission

Business/Trading Name

Current course name

Name of course author

Email of course author

Signature of Principal Administrator

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

Date

INDICATE CHANGE(S) TO BE MADE

CHANGE TO NAME OF COURSE

Course name requested *

*** Note: ELT courses are English language courses – course names must reflect this.**

* No attachments are required

CHANGE TO DURATION OF COURSE

Course duration requested *

to weeks

Include attachments listed below.

CHANGE TO PROFICIENCY LEVEL(S) OF COURSE

Course level(s) requested *

to

Include attachments listed below.

SUBMISSION OF DOCUMENTS

- 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

FEE

There is no fee for this service.

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.

ADDITIONAL INFORMATION

Rationale for change in duration or level(s) of course

Except where one or more complete levels of a course are being removed, also attach the following information as listed in NEAS form A102 *Application for NEAS Endorsement of an ELT Course*. For details of information required, please refer to the *Course Application Guide* attached to form A102.

3. Objectives

- 3a Course objectives
- 3b Learning outcomes

4. Curriculum design and content

- 4a Modes and methods of delivery, and reasons for the choice of approach
- 4b Detailed course syllabus
- 4c List of key texts
- 4d List of supporting supplementary resources
- 4e Weekly timetable showing scheduled class contact hours, associated study and breaks

5. Assessment

- 5c Policy and procedure for monitoring student progress throughout the course and for assessing achievement of course objectives, and:
 - List of assessment materials and resources
 - Sample assessment task with validation record
 - Sample assessment task with moderation record
- If there are direct entry arrangements, measures in place to ensure comparability of assessment outcomes to tertiary entry criteria

8. Promotion

- Text of course promotional material