

# Proforma for document audit for initial approval of a school provider to deliver ELICOS

The following proforma lists the documentation that a school provider, or proposed school provider, must prepare for a period of initial approval to deliver ELICOS. Evidence of policies and procedures that will ensure compliance with the legislative requirements must be included.

The requirements for initial approval for a school provider to deliver ELICOS to overseas students are detailed in section 6 of the *Guidelines for Approved NSW School Providers Delivering Courses to Overseas Students* (the Guidelines). If an application for initial approval to deliver ELICOS is successful, the school provider must maintain evidence of compliance with the requirements detailed in Section 4 of the Guidelines throughout the period of initial approval.

By listing the required documentation as detailed in the Guidelines, the proforma provides a useful checklist for a school provider undertaking a self-review or document audit process. The proforma aims to assist a school provider identify the policies and procedures currently in place at the school to meet the requirements. Once completed, the proforma provides a record of the location of these policies and procedures.

The proforma is intended to supplement, not replace, the Guidelines. The Guidelines provide a full description of the requirements.

The requirements listed in this proforma are in addition to the requirements for school provider approval. There is a separate proforma for initial approval of a school provider and renewal of approval for a school provider.

## Proforma (Initial approval - ELICOS)

Policies, procedures, records and other documentation required as evidence of compliance for each requirement as listed in the <i>Guidelines for Approved NSW School Providers Delivering Courses to Overseas Students</i> (the Guidelines)	Guidelines reference	Does the school provider have this documentation?				
		Yes	No	N/A	If yes, document name, location and date last revised	Responsible staff member
<b>MANDATORY REQUIREMENTS FOR COURSE APPLICATIONS</b>						
<ul style="list-style-type: none"> <li>• application that includes the following information in relation to the proposed ELICOS course(s) to be delivered:               <ul style="list-style-type: none"> <li>– course name that reflects course purpose</li> <li>– details of course proponent (the school provider)</li> <li>– details of copyright owner of the course</li> <li>– total course duration expressed in weeks</li> <li>– rationale for the course</li> <li>– relationship with other course(s)</li> <li>– articulation arrangements (including transition or exit pathways)</li> <li>– profile of target learner group</li> <li>– course outcomes expressed in learner oriented terms</li> <li>– course entry requirements</li> <li>– strategy for monitoring learner progress</li> <li>– strategy for assessing achievement of learner outcomes</li> <li>– samples of certification of completion and partial completion</li> <li>– modes and methods of delivery</li> <li>– overall structure of the course showing hours of face-to-face classes and other study plus any scheduled breaks</li> <li>– detailed course syllabus</li> <li>– strategy for ongoing course evaluation and review</li> <li>– teaching staff experience and qualifications</li> <li>– key and supplementary print-based and electronic teaching resources</li> <li>– maximum course cost</li> </ul> </li> </ul>	6.1.1					

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<b>SCHEDULED COURSE HOURS</b>						
<ul style="list-style-type: none"> <li>written agreement between a provider and overseas student, as required by section 3.6 of the Guidelines, must identify the scheduled course contact hours for the ELICOS course in which the overseas student is to be enrolled</li> </ul>	6.1.2					

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<b>NEEDS OF YOUNGER ELICOS STUDENTS</b>						
<ul style="list-style-type: none"> <li>If the school provider of ELICOS intends to enrol students under 18 years of age, the provider must have               <ul style="list-style-type: none"> <li>documented policies and procedures to assess that the operations of the provider are appropriate for the age, maturity and English language proficiency of students</li> <li>a documented process to assess the facilities accessed and used by mixed-age student cohorts to ensure they are appropriate for the enrolment of younger overseas students</li> </ul> </li> </ul>	6.1.3					

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<b>TEACHING ELICOS</b>						
<ul style="list-style-type: none"> <li>documented policies and procedures in relation to teaching ELICOS, consistent with section 4.1.3 of the Guidelines</li> </ul>	6.1.4					
<ul style="list-style-type: none"> <li>documented processes for maintaining and updating records of teaching, consistent with section 4.1.3 of the Guidelines</li> </ul>	6.1.4					
<ul style="list-style-type: none"> <li>documented processes to ensure that the delivery of ELICOS courses is continuously improved and regularly evaluated, consistent with section 4.1.3 of the Guidelines</li> </ul>	6.1.4					
<ul style="list-style-type: none"> <li>proposed method to record class sizes and teacher-student ratios for each proposed ELICOS course to be delivered</li> </ul>	6.1.4					
<ul style="list-style-type: none"> <li>a list of the proposed resources available for the delivery of each proposed ELICOS course</li> </ul>	6.1.4					
<ul style="list-style-type: none"> <li>proposed method(s) for:                             <ul style="list-style-type: none"> <li>– recording and maintaining by teaching staff, the learning outcomes to be achieved in each course</li> <li>– reviewing and revising of each ELICOS course</li> <li>– monitoring the appropriateness of delivery for student groups</li> <li>– regular evaluation of the learning outcomes achieved by students</li> <li>– collection and maintenance of student feedback</li> <li>– adjusting the delivery of courses as a result of the feedback</li> </ul> </li> </ul>	6.1.4					
<ul style="list-style-type: none"> <li>proposed methods of record keeping for each student enrolled that includes:                             <ul style="list-style-type: none"> <li>– assessment of the student's current language proficiency level, learning goals and learning needs</li> </ul> </li> </ul>	6.1.4					

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<ul style="list-style-type: none"> <li>– where relevant, assessing the student's special learning needs and the arrangements in place to address the needs</li> <li>– informing the student of the outcomes to be achieved from the course and each learning block, prior to commencement of the course</li> <li>– the learning outcomes achieved in each course</li> </ul>						

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<b>ASSESSMENT OF ELICOS</b>						
<ul style="list-style-type: none"> <li>documented policies and procedures for assessment that are consistent with section 4.1.5 of the Guidelines and provide for:               <ul style="list-style-type: none"> <li>formative and summative assessment</li> <li>identification of assessment outcomes as they relate to student progress through the course</li> <li>assessment that is valid, reliable, fair, flexible and clearly referenced to the assessment criteria</li> <li>reporting, on a regular basis, to the student and their parent or guardian, where the student is under 18 years of age, of their assessment outcomes and progress through the course</li> </ul> </li> </ul>	6.1.5					
<ul style="list-style-type: none"> <li>for each ELICOS course, documented assessment opportunities that are referenced to criteria, identify assessment outcomes and include formative and summative assessment</li> </ul>	6.1.5					
<ul style="list-style-type: none"> <li>documented policies and procedures for reporting to students at the completion or partial completion of study, consistent with section 4.1.5 of the Guidelines</li> </ul>	6.1.5					
<ul style="list-style-type: none"> <li>documented policies and procedures for assessment of courses, consistent with section 4.1.5 of the Guidelines, to ensure:               <ul style="list-style-type: none"> <li>administration of course assessment will be efficient</li> <li>student learning outcomes are documented</li> <li>the review and revision of course assessment will be effective</li> <li>course assessment is continuously improved</li> </ul> </li> </ul>	6.1.5					
<ul style="list-style-type: none"> <li>methods of record keeping for each student enrolled that includes:               <ul style="list-style-type: none"> <li>regular course reports to students and their parent/guardian, where the student is under 18 years of age, of their assessment outcomes and</li> </ul> </li> </ul>	6.1.5					

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progress throughout the course – a copy of the report issued to students at the completion or partial completion of study, that includes the CRICOS course name, registered ELICOS provider and contact details, dates of study, course duration, levels of achievement or proficiency, authorised signature and name of signatory and includes, or is accompanied by, an explanation in plain English of the terms used in awarding grades at all levels						

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<b>ELICOS EDUCATIONAL RESOURCES</b>						
<ul style="list-style-type: none"> <li>a description of the provider's proposed educational resources that are consistent with section 4.1.6 of the Guidelines</li> </ul>	6.1.6					
<ul style="list-style-type: none"> <li>a description of the provider's proposed educational facilities that are consistent with section 4.1.6 of the Guidelines</li> </ul>	6.1.6					
<ul style="list-style-type: none"> <li>policies and procedures to ensure that where the school provider of ELICOS courses makes material available for self-access or self-study, that material will be catalogued and presented for easy access and that self-study areas and equipment will be organised to facilitate access and independent use by students</li> </ul>	6.1.6					
<ul style="list-style-type: none"> <li>policies and procedures to ensure that the school provider of ELICOS courses will provide its teachers with easy access to reference resources that reflect contemporary knowledge of the theory and practice of Teachers of English to Speakers of Other Languages (TESOL) in its proposed facilities or through easily accessible jointly managed facilities</li> </ul>	6.1.6					



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<b>ELICOS SPECIALIST STAFF</b>						
<ul style="list-style-type: none"> <li>documented processes to ensure that the provider complies with section 4.1.7 of the Guidelines</li> </ul>	6.1.7					
<ul style="list-style-type: none"> <li>proposed methods for maintaining copies of qualifications used to determine the suitability of each staff member to be employed including senior academic leadership staff, teaching staff and counselling staff</li> </ul>	6.1.7					
<ul style="list-style-type: none"> <li>proposed methods for maintaining details, including the qualifications and experience, of all part-time and full-time teaching and counselling staff</li> </ul>	6.1.7					
<ul style="list-style-type: none"> <li>a copy of the proposed induction program to be implemented for teaching staff</li> </ul>	6.1.7					
<ul style="list-style-type: none"> <li>proposed methods for maintaining records of the professional development program to be implemented</li> </ul>	6.1.7					

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<b>ELICOS PREMISES</b>						
<ul style="list-style-type: none"> <li>written evidence that all the proposed premises of the school provider of ELICOS will comply with all relevant legislation and regulations</li> </ul>	6.1.8					
<ul style="list-style-type: none"> <li>policies to assess and monitor the current standard and state of repair of the ELICOS provider's premises and buildings, making reference to current and relevant building requirements</li> </ul>	6.1.8					
<ul style="list-style-type: none"> <li>confirm that an annual fire safety assessment will be conducted and will comply with relevant legislation and regulations</li> </ul>	6.1.8					
<ul style="list-style-type: none"> <li>documented policies and procedures that will provide for the welfare and safety of students with specific reference to ensuring student safety where the proposed provider accesses or uses areas that may also be used for purposes other than for delivery of ELICOS courses, and where facilities are accessed by people not associated with the provider's operations</li> </ul>	6.1.8					
<ul style="list-style-type: none"> <li>details of the proposed premises and floor space available that comply with section 4.1.8 of the Guidelines</li> </ul>	6.1.8					

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<b>BUSINESS MANAGEMENT</b>						
<ul style="list-style-type: none"> <li>confirmation that the provider will comply with relevant Commonwealth and NSW legislation and other regulatory requirements that are relevant to its management and business operations</li> </ul>	6.1.9					
<ul style="list-style-type: none"> <li>documented policies and procedures to ensure that staff, students and other clients will be fully informed of the relevant Commonwealth and NSW legislation and other regulatory requirements where they affect their duties or participation in ELICOS education with the provider</li> </ul>						
<ul style="list-style-type: none"> <li>confirmation that the provider will hold public liability insurance throughout the period of approval</li> </ul>						
<ul style="list-style-type: none"> <li>confirmation that the provider will have accounts prepared to Australian Accounting and Auditing Standards, at least annually</li> </ul>						
<ul style="list-style-type: none"> <li>confirmation that where requested by the NSW Education Standards Authority (NESA), a copy of the certificate of accounts will be provided by the provider</li> </ul>						
<ul style="list-style-type: none"> <li>confirmation that where requested by NESA, the provider will provide details of a full audit report of its financial accounts from a qualified and independent auditor</li> </ul>						
<ul style="list-style-type: none"> <li>confirmation that the where requested by NESA, the provider will provide copies of business management documents</li> </ul>						
<ul style="list-style-type: none"> <li>policies and procedures to ensure that the provider's management systems will be responsive to the needs of students, staff and stakeholders and the environment in which the provider proposes to operate, consistent with section 4.1.9 of the Guidelines</li> </ul>						