

NEAS and TEQSA Communique (11th December 2014)

Reducing Red Tape for Higher Education ELICOS providers

To reduce the burden of compliance for ELICOS providers, TEQSA and NEAS have identified those areas where common evidence may be required for both TEQSA registration and accreditation processes and the NEAS Quality Endorsement process.

Where evidence asked for is common to both processes, providers are able to submit documentation prepared for either organisation, noting that additional evidence may be required by TEQSA to address requirements of the ESOS Act and The National Code.

TEQSA welcomes the opportunity to work with quality assurance stakeholders, such as NEAS, and recognises the role that NEAS can play with ELICOS providers as a quality assurance organisation.

TEQSA has regulatory responsibility for English Language Intensive Courses for Overseas Students (ELICOS) delivered by a registered higher education provider or by a provider seeking to provide ELICOS under an entry arrangement with at least one registered higher education provider.

A full list of the documents that can be used for both TEQSA and NEAS purposes (as well as the mapping between them) has been identified on the following pages.

This list identifies common evidence that providers can submit for both TEQSA registration and accreditation processes and the NEAS Quality Endorsement process.

It is not an exhaustive list of the documentation that is required by either organisation. Providers should confirm additional evidence requirements with their TEQSA Case Manager or NEAS Quality Assessor, as appropriate, before submission of their application.

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NEAS - TEQSA Common-Evidence for ELICOS Compliance

Please note that numerically labelled items in black (TEQSA) with corresponding evidence as collected and collated by NEAS in Blue UNDERNEATH. Evidence required could include:

1. TEQSA Requirement

Ownership of course copyright

NEAS Requirement

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Course Cover Sheet requests author of course & owner of intellectual property (A1) 		<ul style="list-style-type: none"> Curriculum documentation

2. TEQSA Requirement

Pre arrival information to students

NEAS Requirement

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Pre-Enrolment documents (E4.3) 	<ul style="list-style-type: none"> Pre-Enrolment documents (E4.3) 	<ul style="list-style-type: none"> Student feedback from surveys & focus groups

3. TEQSA Requirement

Course design details- rationale, structure (contact hours, vacation weeks etc), teacher-to-student ratios articulation arrangements, admission requirements, fees, sample written agreement, syllabus

NEAS Requirement

All of the above with the exception of fees.

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Course Application (A1, A3, A5) Course descriptions in Promotional Materials (A1, A3, A5 and E1.1, E1.3) Written Agreement including Letter of Offer (E2.1) 	<ul style="list-style-type: none"> Timetables Course descriptions in Promotional Materials (A1, A3, A5 and E1.1, E1.3) 	<ul style="list-style-type: none"> Timetables Documentation in student files e.g. Letters of Offer, Offers Letter from pathway institution

4. TEQSA Requirement

Detailed curriculum and subject outlines, including assessment tasks and grading matrices

NEAS Requirement

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Course Application (A1, A3, A5) Validation of assessment tasks (A6.1) 	<ul style="list-style-type: none"> End-of-course documents Course descriptions in Promotional Materials (A1, A3, A5 and E1.1, E1.3) Course descriptions in Student Manual Course & assessment information in Teachers' Manual 	<ul style="list-style-type: none"> Syllabus (A1.6) Lesson Plans & Teaching Records (A2.3) Timetables Progress Reports Documentation in student files e.g. assessment tasks, Progress Reports

5. TEQSA Requirement

Policies and procedures for teaching the course and course management, including attendance and record keeping

NEAS Requirement

NEAS requests documentary evidence

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Academic Manager's CV and qualifications (D2.4) Academic Manager's position description (D2.5) Course Application (A1, A3, A5) e.g. modes & methods of delivery, syllabus Dissemination of information to teaching staff (D3.2) 	<ul style="list-style-type: none"> Course information in Teachers' Manual Schedule of when Academic Manager is on-site Details of person responsible for academic management when the Academic Manager is not on-site Details of Academic Manager's teaching load (if any) Name of person responsible for counselling students on academic matters 	<ul style="list-style-type: none"> Student feedback from surveys & focus groups Teacher feedback from surveys & focus groups Non-teaching staff feedback from surveys & focus groups

6. TEQSA Requirement

Policies and procedures for assessment of learner outcomes

NEAS Requirement

NEAS requests documentary evidence

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> • Course Application (A1, A3, A5) • Feedback to students on progress (A5.2) 	<ul style="list-style-type: none"> • End-of-course documents 	<ul style="list-style-type: none"> • Syllabus (A1.6) • Lesson Plans & Teaching Records (A2.3) • Timetables • Progress Reports • Documentation in student files e.g. assessment tasks, Progress Reports • Student feedback from surveys & focus groups • Teacher feedback from surveys & focus groups

7. TEQSA Requirement

Policies and procedures for ongoing course evaluation and review and benchmarking

NEAS Requirement

NEAS requests documentary evidence

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> • Documents relating to analysis of student achievement, teaching records, stakeholder feedback, results of external testing and/or further study, external benchmarking (A6) 		<ul style="list-style-type: none"> • Minutes from staff meetings • Communications to teachers re changes to curriculum • Amendments to syllabus documents • Teacher feedback from surveys & focus groups

8. TEQSA Requirement

Details of academic and support staff- CV's, staff policies on recruitment, ongoing professional development

NEAS Requirement

NEAS requests documentary evidence

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> List of all teachers including qualifications (A1, A3, A5) Staff recruitment e.g. verification of qualifications, allocation to programs, covering absent staff (A2.2, A2.2) Staff induction (D3.3) Mentoring and support of newly qualified staff (D4.1) Planning & provision of PD (D4.3, D4.4) 	<ul style="list-style-type: none"> List of all current teachers including qualifications, date of commencement, years TESOL experience Teachers' Manual PD offered in the last 12 months PD scheduled for the next 6 months 	<ul style="list-style-type: none"> Documentation in teachers' files e.g. verified copies of qualification, contracts, position descriptions, induction/mentoring information, performance appraisal, PD attended PD schedules PD attendance lists PD slides, notes etc

9. TEQSA Requirement

Student academic support and student intervention strategies

NEAS Requirement

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Regular feedback to students on progress/achievement (A5.2) Counselling to students on academic matters and future educational opportunities (A5.4, D2.5) 	<ul style="list-style-type: none"> Information provided in the Teachers' Manual Information provided in the Students' Manual Pre-Enrolment documents (E4.3) Written Agreement e.g. conditions of enrolment 	<ul style="list-style-type: none"> Documentation in student files e.g. academic counselling notes, intervention strategies, agreements with students Student feedback from surveys & focus groups Teacher feedback from surveys & focus groups

10. TEQSA Requirement

Policies and procedures for students under the age of 18 years

NEAS Requirement

NEAS requests documentary evidence

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Care, accommodation and supervision of students under 18 (B2.4) 	<ul style="list-style-type: none"> Number of current students under 18 Information provided in the Teachers' Manual Information provided in the Students' Manual Schedule of when key staff are on-site Description of arrangements in place for accommodation and support of under 18s 	<ul style="list-style-type: none"> Documentation in student files e.g. counselling notes, accommodation information, guardianship details Documentation in teacher's files e.g. Working with Children checks Student feedback from surveys & focus groups Whole staff feedback from surveys & focus groups

11. TEQSA Requirement

Delivery site details- lease, occupancy certificate, facilities, infrastructure to support the course

NEAS Requirement

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Lease (2.1) Occupancy Certificate (2.2) Fire Safety Certificate (2.3) Floor Plans(2.4) List and dimensions of classrooms(2.5) 	<ul style="list-style-type: none"> Current student numbers Number of classrooms currently used Number of shifts currently offered Details of any changes to premises within 12 months List of facilities offered 	<ul style="list-style-type: none"> Tour of premises

12. TEQSA Requirement

Sample written agreements, refund policy, certificates of completion/partial completion

NEAS Requirement

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Written Agreement including Letter of Offer and Refund Policy (E2.1) Course Application (A1, A3, A5) 	<ul style="list-style-type: none"> Written Agreement including Letter of Offer and Refund Policy (E2.1) End-of-course documents 	<ul style="list-style-type: none"> Documents on students' files

13. TEQSA Requirement

Marketing materials

NEAS Requirement

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> Promotional materials (E1.1) Procedure for maintaining consistency of above (E1.2) 	<ul style="list-style-type: none"> Promotional materials 	<ul style="list-style-type: none"> Marketing staff feedback from surveys & focus groups

14. TEQSA Requirement

Educational resources and library holdings

NEAS Requirement

Initial Application for Quality Endorsement	Ongoing Monitoring via: Annual Returns	Ongoing Monitoring via: Site Visits
<ul style="list-style-type: none"> List of resources, including independent learning (C4.1, 4.2, 4.3) The acquisition, development & use of educational resources (C5.1, C5.4, C4.5) 	<ul style="list-style-type: none"> List of teaching resources obtained in the last 12 months 	<ul style="list-style-type: none"> Resources available, including on-line materials & library Teachers' feedback from surveys & focus groups Students' feedback from surveys & focus groups Purchase orders Minutes of staff meetings re resources