

Information Sheet

Associate Membership – Access



- Are you a start-up college offering English language intensive courses for overseas students and looking to engage with the ELICOS sector at a professional level through the sector peak body, English Australia?
- Have you been registered on CRICOS for less than 12 months?
- Do you want your college to be part of the ELICOS community, providing access for your staff to **professional development and networking opportunities**?
- Do you want to have support to raise the levels of professionalism within your first year of operation to ensure that you are eligible for Full Membership of English Australia when this becomes available?
- Do you want access to information about trends and developments in **international student numbers**?
- Do you want access to information about **developments in international education** that may impact your business?
- Do you want to receive **member rates** for your staff to attend professional development activities?

This category of English Australia membership is for newly established colleges that have been registered on CRICOS for less than 12 months.

English Australia Associate Membership – Access offers the above range of benefits and services for \$2,500 pa (+GST).

Overview

English Australia is the peak industry body representing Australian providers of English Language Intensive Courses for Overseas Students (ELICOS). English Australia aims to establish a high professional and ethical standard in the work of member colleges and to assist member colleges in providing high quality educational programs.

Applicants for **Associate Membership – Access** of English Australia must have submitted an application for CRICOS registration through either ASQA or TEQSA.

The application for membership of English Australia can be considered while the college is in the process of gaining registration with ASQA or TEQSA, however cannot be confirmed until CRICOS registration has been approved. When considering an application English Australia may contact ASQA or TEQSA to make enquiries regarding any matters in relation to the applicant.

Application Process

Colleges should:

- a) ensure they are applying for the appropriate category of membership (refer to *Apply for Membership* on the English Australia website);
- b) download the appropriate *Application Form* from the English Australia website;
- c) complete the *Application Form* in full;
- d) send the *Application Form* together with all requested supported documentation to the English Australia Secretariat.

Further Information

1) Timing of Applications

Applications for **Associate Membership – Access** of English Australia will be considered at any time by the English Australia Board and a response will be provided **within 5 working days** of English Australia receiving the application.

2) Supporting Documentation

Applications will only be considered by the English Australia Board if all supporting documentation listed on the application form has been provided.

3) Fees

Membership fees for **Associate Membership - Access** of English Australia, for the financial year 2023/2024, are \$2,500 plus \$250 GST per annum.

Membership fees for the full year must be paid within two weeks of the application being approved. A tax invoice will be issued enabling institutions to claim the GST as an input tax credit from the Australian Taxation Office.

There are no application fees for applying for English Australia membership. Payment of membership fees is not required at the time of applying for membership.

4) Outcome of Applications

Institutions are advised of the outcome of their applications within 5 working days of receipt of the application. There will be no obligation for English Australia to provide any reason for the outcome of any application.

5) Public Liability Insurance

Institutions applying for Associate Membership of English Australia must effect and maintain adequate public liability insurance cover (currently \$10,000,000 minimum).

6) Declaration

The Principal Administrator of an ELICOS centre applying for English Australia membership must sign a Declaration stating that the centre will abide by the Association's Constitution, the Association's By-Law relating to a Code of Practice, By-Law relating to Disciplinary Procedures, the Association's Refunds and Transfers policy, membership criteria and any other policies or By-Laws adopted by the Association. These documents are all available on the English Australia website.

7) Resolution

An applicant for English Australia membership must be accepted by a resolution of the English Australia Board.

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Once colleges complete one year of membership within the category of Associate Membership – Access, they are no longer eligible for Associate Membership and need to apply for Full Membership of English Australia.

The services provided under this category are designed to encourage professional development for college staff, provide colleges with an improved understanding of the ELICOS environment, and provide networking opportunities within the industry for college staff. Staff of Associate Membership – Access member colleges are strongly encouraged to attend branch meetings and engage with Professional Development initiatives.

Services include:

- *Information Service – regular email Information Updates;*
- *The Executive Summary component of the annual English Australia Industry Survey;*
- *Participation in the annual English Australia Conference and Professional Development Events at English Australia member college rates;*
- *Ability to attend and speak at English Australia General Meetings (however no voting rights);*
- *Networking via branch meetings.*

Colleges with *Associate Membership – Access* will **not** be entitled to:

- use the English Australia logo;
- be listed on the English Australia website;
- promote themselves as an English Australia member college;
- coverage under the English Australia Tuition Assurance Scheme (TAS);
- access any other English Australia services.