

Information Sheet

Full Membership



Overview

English Australia, as the national peak body for the English language sector of international education in Australia, provides leadership and influence as the voice of the industry and support and benefits to members, driving higher levels of professionalism across the industry.

The values of English Australia are integrity, credibility and excellence.

Applicants for Full Membership of English Australia should consider how their organisation aligns with the English Australia mission and values identified above.

Applicants for Full Membership of English Australia must have been registered on CRICOS as an ELICOS provider for a minimum of 12 months.

When considering an application English Australia may contact ASQA or TEQSA to make enquiries regarding any matters in relation to the applicant.

An application for membership includes all sites listed under the college's CRICOS registration for the delivery of ELICOS programs. The primary site will be designated as the Full Member. Sites other than the primary site will be designated as Associate Members (see *Information – Membership Services Comparison*).

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) review their CRICOS listing to ensure they are aware of which sites will be covered by their application and the implications of this when calculating membership fees;
- d) read the English Australia Code of Practice (Appendix A) and the criteria relating to the profile of the nominees to undertake a Site Visit (see Item 2 on the next page) and select appropriate representatives of three English Australia member colleges to approach regarding providing a written Report as part of the application process;
- e) contact the persons nominated to confirm their willingness to conduct a Site Visit (once English Australia has received the Application Form, English Australia will contact those nominated regarding their reporting requirements);
- f) complete the Application Form in full, including the Statutory Declaration confirming the total number of ELICOS weeks of tuition delivered in the previous calendar year across all sites covered by the application;
- g) send the Application Form together with all requested support documentation and 15 copies of the college brochure to the English Australia Secretariat.

Further Information

1) Timing of Applications

Applications for membership of English Australia must be received **no less than one month prior to the English Australia Board meeting at which they are to be considered**. Applications for membership will be considered by the English Australia Board four times during the year. The English Australia Board Meetings are usually held in:

- February
- May
- August
- November

Please contact the Secretariat for the specific dates.

2) Site Visits

An application for English Australia membership must be supported by written Reports of Site Visits conducted by representatives from **three** English Australia Member Colleges, none of which can have common directorship or financial affiliation with the applicant institution.

If you are a single site college, all visits will obviously be conducted at the single site.

If you are a multi-site college, with sites located in different states, it is important that a site visit is conducted at each location. If you are a multi-site college, with sites located in the same state, this is not essential.

All representatives who conduct the Site Visit:

- **must** be currently working for an English Australia member college
- **must** be experienced in their current role

Of the three representatives who conduct the Site Visit:

- one person **must** be an English Australia Board member;
- one person **must** be working in a senior academic role eg. Academic Manager / Director Studies;
- one person **must** be working in a senior non-academic role eg. management, marketing;
- one person **must** be working in the same part of the ELICOS sector to the Applicant College (eg. university based language centre, RTO based language centre, standalone language centre etc.).

Once a membership application has been received, a Report template and accompanying guidelines will be forwarded by the English Australia Secretariat to those nominated to conduct the Site Visit, seeking a confidential Report to be lodged with English Australia no less than two weeks prior to the application being considered by the English Australia Board.

Nominees are asked to carry out a Site Visit to the Applicant College **during class times** in order to complete a written Report. A teleconference between a nominee and the Applicant College is an acceptable alternative to the Site Visit only if the Applicant College is in a remote location. Any costs associated with a Site Visit should be borne by the Applicant College.

Areas for consideration in the Report of the site visit may include, but not be limited to, the following areas:

- ❖ Premises
- ❖ Personnel
- ❖ Curriculum
- ❖ Resources
- ❖ Marketing and Promotion
- ❖ Management Practices

- ❖ Industry Involvement
- ❖ Staff Professional Development Practices
- ❖ Commitment to Quality

The Applicant College is asked to ensure that the following staff members are all available to meet with the representatives conducting the Site Visit:

- ❖ College Management (PEO, Owner or Business Unit Manager)
- ❖ Head of Marketing
- ❖ Director of Studies/Academic Manager
- ❖ nominated Primary Contact (if different from the above)

Information contained in the written Report focuses on the College applying for membership of English Australia rather than on individual employees of the College. The Report may, however, refer to individuals associated with the Applicant College if appropriate.

The information provided in the Report is confidential and will be disclosed only to members of the English Australia Board.

3) Supporting Documentation

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

An applicant must make all documentation listed on the application form, including promotional materials, available for inspection by the English Australia Board.

4) Fees

Membership fees for the financial year have three components:

- 1) a **base fee**;
- 2) a **supplementary fee** for each '**additional site**' as listed on CRICOS;
- 3) a **supplementary fee** based on the number of **ELICOS student weeks** delivered over the previous calendar year by a single college or across all colleges in a group.

Membership fees are outlined in **Appendix B**.

Invoices are issued in May for the period 1 July to 30 June. Tax invoices will be issued enabling institutions to claim the GST as an input tax credit from the Australian Taxation Office. New members will be invoiced for a pro-rata amount of their annual fee based on the number of months remaining in the financial year.

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.

5) Outcome of Applications

Institutions are advised of the outcome of their application within 14 days of the application being considered by the English Australia Board. If successful, membership will be effective from the date of acceptance. There will be no obligation for English Australia to provide any reason for the outcome of any application.

6) Public Liability Insurance

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

7) Statutory Declaration

An Authorised Representative of an ELICOS centre applying for English Australia membership must sign a Statutory 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 Displaced Students, 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.

8) Reputation of English Australia

English Australia, as the national peak body for the English language sector of international education in Australia, provides leadership and influence as the voice of the industry and support and benefits to members, driving higher levels of professionalism across the industry. The values of English Australia are integrity, credibility and excellence. Applicants for Full Membership of English Australia should review the English Australia Code of Practice and consider how their organisation aligns with the English Australia mission and values.

9) English Australia State/Territory Branch

The English Australia Board will seek input regarding the application from the English Australia State/Territory Branch in the States or Territories in which the institution's sites are located.

10) Resolution

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

11) Tuition Assurance Scheme (TAS)

All English Australia member colleges are members of the English Australia Tuition Assurance Scheme (TAS) which complements the protection offered by the government Tuition Protection Service (TPS) for student visa holders by also offering tuition placement services for non-student visa holders undertaking ELICOS courses with member colleges.

Code of Practice



Overview

This is the English Australia By-Law relating to a Code of Practice. The Code of Practice was first developed in 1990 and has been revised regularly to ensure its ongoing currency and relevance.

Object

The object of this By-Law is to maintain high levels of professional and ethical practice amongst member colleges.

Code of Practice

1) General Responsibilities

Member colleges must maintain high standards of education, services, premises and amenities which satisfy the government body responsible for registration and/or accreditation.

Member colleges must comply with all applicable government laws and regulations.

Member colleges must not engage in conduct which is unethical or unprofessional or which may be prejudicial to the good name and reputation of the Association or its Member colleges and not take any action which impugns the good reputation of other Member colleges, other Australian accredited or registered educational institutions or the ELICOS industry.

2) Responsibilities relating to Promotion

In advertising and promoting their services Member colleges must publish advertising material which fully and truly reflects the Member college and act with transparency and honesty when communicating information about themselves.

3) Responsibilities relating to Students

Member colleges must provide prospective students with clear written advice on the conditions of enrolment and fees and clearly state the terms of enrolment, fee payment and cancellation.

Member colleges must provide students on arrival with a suitable orientation program and provide appropriate support services and cultural and social events to assist students to successfully adjust to the Australian way of life and to assist in resolving problems which could impede the successful completion of their course.

Member colleges must create and maintain premises, equipment and facilities that are welcoming, professional and supports a positive learning environment.

Member colleges must take all reasonable and practicable steps to safeguard the welfare of students in their charge.

Member colleges must ensure that appropriate grievance procedures are in place and clearly identified to students.

4) Responsibilities relating to Staff

Member colleges must employ appropriately qualified and experienced teachers.

Member colleges must foster a good working environment and provide ongoing professional development and in-service training for all staff.

5) Responsibilities relating to the Association

Member colleges must abide by English Australia's By-Laws and Policies.

Member colleges must work towards best practice with due regard to English Australia's Best Practice Guides.

Member colleges must seek to enhance the reputation of English Australia, the ELICOS sector and Australia as a destination for international students.

Member colleges must provide reasonable assistance to the Association to enable it to function successfully and contribute to its activities.

Member colleges must not unreasonably withhold information requested by the Association on any matter relevant to its membership status.

Member colleges must notify English Australia within 48 hours if any regulatory sanctions or conditions are placed on their registration by a national or state regulatory body.

APPENDIX B

English Australia Membership Fees (exc. GST):	
base fee: <i>Full Member Colleges – primary site</i>	\$5,500
supplementary fee – additional site(s): <i>per site – includes any additional sites as listed on CRICOS under the same CRICOS Provider Code as the Full Member</i>	\$750
supplementary fee – ELICOS student weeks: <i>number of <u>ELICOS</u> student weeks delivered in 2018 (January to December) across <u>all</u> sites and including <u>all</u> visa types and including study tour groups</i>	30c per week