

Information Sheet

Professional Affiliate (Institution) Membership



Overview

The English Australia Professional Affiliate (Institution) program was developed in 2015 to provide an opportunity for the schools sector and for Foundation Studies providers to engage with the work of English Australia, to participate in the professional TESOL community and enjoy professional development and networking opportunities for their English language teachers.

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.

Benefits

English Australia Professional Affiliate (Institution) membership includes:

- regular **information update emails**, relating specifically to TESOL professional development events and information in Australia and beyond, compiled by the English Australia Professional Support & Development Officer;
- an annual subscription to the **English Australia Journal** (three copies of each issue, published twice a year);
- **ad hoc emails** relating to professional development services and resources offered by English Australia;
- **discounted registration fees** for the annual English Australia Conference;
- **discounted registration fees** for professional development workshops, events and networking opportunities;
- access to **Best Practice Guides**;
- access to the **member-only section of the English Australia website**, containing a wide range of resources and documents;
- free **advertising of vacant positions** on the English Australia website;
- invitation to attend local **branch meetings**.

Eligibility

The Professional Affiliate (Institution) program is open to two types of institutions only:

- Providers registered on CRICOS to deliver Foundation Studies programs (that do not also have any ELICOS programs included in their scope – Field: 091501);
- Primary and secondary schools registered on CRICOS with English language preparation for primary or secondary school programs.

Application Process

Applicants should:

- ensure they are applying for the appropriate category of membership (refer to *Apply for Membership* on the English Australia website);
- download the appropriate Application Form from the English Australia website;
- complete the Application Form in full and send to the English Australia Secretariat.

Fees

The annual fee is \$1,800 (plus GST).

There are no application fees for applying and payment of membership fees is only required at the time of acceptance into the program.

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, affiliation 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.

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 Professional Affiliate (Institution) of English Australia should review the English Australia Code of Practice (*Appendix A*) and consider how their organisation aligns with the English Australia mission and values.

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.