# *ELICOS programs*

* Education Services for Overseas Students Act 2000 (ESOS Act)
* Education Services for Overseas Students Regulations 2001 (ESOS Regulations)
* National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
* ELICOS Standards 2018

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| **Provider name** |  |
| **Provider trading name** |  |
| **ELICOS course** |  |
| **Application type** | Assessment of the ELICOS course against the ELICOS Standards 2018 and relevant National Code 2018 requirements. |

## Analysis

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| **ELICOS National Standard: C1 Mandatory requirements for course applications:**Course applications must be fit for purpose and must include the following information:* Course name
* Course component
* Copyright information
* Course duration (expressed in weeks)
* Course purpose
* Relationship with other course(s)
* Details of any articulation arrangements
* Profile of target learner group, including arrangements to meet the learning needs of students of different age groups and learning capabilities
* Course outcomes expressed in learner-oriented terms
* Course entry requirements
* Strategy for monitoring student learning progress
* Strategy for assessing achievement of learning outcomes including policies and procedures, materials and resources
* Samples of certification of completion and partial completion that set out the CRICOS course name, levels of achievement or proficiency, course duration, date of completion, name and contact details of the registered ELICOS provider, and name and title of the signatory
* Modes and methods of course delivery
* Course structure demonstrating that it meets the minimum requirement of 20 hours of face-to-face scheduled course contact per week, as well as any other study requirements and any scheduled breaks
* Course syllabus that provides a statement of the purpose and objectives of the course, expected learning outcomes, subjects, structure and assessment of learning and progress
* Strategy for ongoing course evaluation and review
* Experience and qualifications of course teachers
* Key and supplementary teaching resources
* Maximum course fee
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| **ELICOS National Standard: P2 Needs of younger ELICOS students*** Policies and procedures related to student arrangements for students under the age of 18 must comply with the National Code 2018
* Facilities and operations for any mixed-age student cohorts must be designed to meet the needs of students of different ages, maturity and levels of English language proficiency
* Students must have access to services, learning opportunities, facilities and equipment that address their English language learning needs
* Course materials and tutoring must be tailored to meet student learning requirements, taking into account their differing levels of age and maturity
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| **ELICOS National Standard: P3 Teaching ELICOS*** Policies and procedures related to student and teacher needs are appropriate
* Records of teaching delivery are effective
* Delivery of courses is continuously improved

**ELICOS National Standard: P4 Assessment of ELICOS students*** Policies and procedures related to assessment are appropriate
* Records of assessment are effective
* Assessment of courses is continuously improved
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| **ELICOS National Standard: P5 ELICOS educational resources*** Access to educational resources is satisfactory
* Educational facilities and equipment and support resources are sufficient
* Reference resources for teachers are appropriate
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| **ELICOS National Standard: P6 Specialist staff*** Academic management system is effective
* Academic leadership staff are appropriately qualified and maintain up-to-date knowledge
* ELICOS teachers are appropriately qualified and maintain up-to-date knowledge
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| **ELICOS National Standard: P8 Business management**The provider has management systems that are responsive to the need of the students and staff including: * A systematic and continuous improvement approach to managing its operations
* Management of records to ensure their accuracy and integrity
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