



## About this form

- This form is used by the Accreditation Assessor to record the evaluation of Section 6 of the *Application for initial CRICOS registration* or Section 8 of the *Application to change CRICOS registration*.

Course owner details		
ASQA regulated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NEAS Accredited Provider <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Legal name	Envirotech Institute of Education ATF Envirotech Institute of Education Trust	
Trading name	Envirotech International College	
Contact	Mrs Shelly Bengiat	Phone number (07) 5535 3766
Focus of evaluation		
Course title	10361NAT Course in Preliminary Spoken and Written English	
Evaluation details		
Evaluation purpose	<input type="checkbox"/> Initial CRICOS registration	<input checked="" type="checkbox"/> Change CRICOS Registration
Submission date	29/10/2014	Submission Ref: EL355
Standards evaluated	C1 ELICOS National Standards	
Initial evaluation		
Date	06/11/2014	Accreditation Assessor Jen Adlington
Evaluation outcome	<input type="checkbox"/> <b>Compliant</b> with <i>Standard C1 of ELICOS National Standards</i> <input checked="" type="checkbox"/> <b>Not compliant</b> with <i>Standard C1 of ELICOS National Standards</i>	
Evaluation of further evidence		
Date	18/11/2014	Accreditation Assessor Jen Adlington
Evaluation outcome	<input checked="" type="checkbox"/> <b>Compliant</b> with <i>Standard C1 of ELICOS National Standards</i> <input type="checkbox"/> <b>Not compliant</b> with <i>Standard C1 of ELICOS National Standards</i>	
Evaluation notes		
<ul style="list-style-type: none"><li>This report must be read in conjunction with the information provided in Section 6 of the <i>Application for initial CRICOS registration</i> or Section 8 of the <i>Application to change CRICOS registration</i>.</li><li>Please note further evidence <b>must</b> be sent as a single response, be logically organised and referenced to the relevant standard.</li></ul>		

**National Standards for ELICOS courses and providers** – Applicants **must** demonstrate that they meet Standard C1 of the National ELICOS Standards before the course can be recommended for approval for registration on the *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)*

Course title		
Evaluation findings (Section C 1.1 a) of ELICOS National Standards.		
<b>At time of initial evaluation:</b> <input type="checkbox"/> Compliant <input checked="" type="checkbox"/> Not Compliant	<b>Following analysis of further evidence:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	
<b>Findings:</b> <ul style="list-style-type: none"> <li>The course title reflects the purpose of the course</li> </ul>	Y	N
	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Non-compliances:</b> <ul style="list-style-type: none"> <li>The correct title of the course has not been included in Section 8.2- Course title.</li> </ul>		
<b>Further evidence required:</b> <ul style="list-style-type: none"> <li>Provide evidence to address the non-compliance identified.</li> </ul>		
<b>Analysis of further evidence received 12 April 2014:</b> <ul style="list-style-type: none"> <li>The identified non-compliance has now been rectified.</li> </ul>		

Ownership of copyright details:			
Evaluation findings (Section C 1.1 b) & c) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant <input type="checkbox"/> Not Applicable	<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		
<b>Findings:</b> <ul style="list-style-type: none"> <li>Details of 'Non Award' course proponent have been provided.</li> <li>If the 'VET accredited' course is owned by a legal entity or individual other than the provider has approval from the copyright owner been provided</li> </ul>	Y	N	NA
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Non-compliances:</b> <ul style="list-style-type: none"> <li>Nil identified</li> </ul>			
<b>Further evidence required:</b> <ul style="list-style-type: none"> <li>Nil required</li> </ul>			

Rationale for the course:			
Evaluation findings (Section C 1.1 e) & f) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		
<b>Findings:</b> <ul style="list-style-type: none"> <li>The rationale for the course has been outlined</li> <li>The relationship with other courses has been outlined</li> </ul>	Y	N	N/A
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b> <ul style="list-style-type: none"> <li>Nil identified</li> </ul>			
<b>Further evidence required:</b> <ul style="list-style-type: none"> <li>Nil required</li> </ul>			

<b>Articulation arrangements:</b>			
Evaluation findings (Section C 1.1 g) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant <input checked="" type="checkbox"/> Not Applicable		<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	
<b>Findings:</b>		<b>Y</b>	<b>N</b>
<ul style="list-style-type: none"> <li>Where a course articulates between the provider and a destination institution a copy of the written agreement has been provided</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>		<b>N/A</b>	
<ul style="list-style-type: none"> <li>Nil identified</li> </ul>			
<b>Further evidence required:</b>			
<ul style="list-style-type: none"> <li>Nil required</li> </ul>			

<b>Modes and methods of delivery:</b>			
Evaluation findings (Section C 1.1 n) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	
<b>Findings:</b>		<b>Y</b>	<b>N</b>
<ul style="list-style-type: none"> <li>Main mode of delivery is face to face – 20 scheduled course contact hours per week</li> </ul>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Methods of delivery are appropriate</li> </ul>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
<ul style="list-style-type: none"> <li>Nil identified</li> </ul>			
<b>Further evidence required:</b>			
<ul style="list-style-type: none"> <li>Nil required</li> </ul>			

<b>Course entry requirements:</b>			
Evaluation findings (Section C 1.1 j) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	
<b>Findings:</b>		<b>Y</b>	<b>N</b>
<ul style="list-style-type: none"> <li>Education level is identified</li> </ul>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>English language is identified</li> </ul>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Age requirements are identified</li> </ul>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
<ul style="list-style-type: none"> <li>Nil identified</li> </ul>			
<b>Further evidence required:</b>			
<ul style="list-style-type: none"> <li>Nil required</li> </ul>			

Overall structure of the course showing hours of face-to-face classes and other study plus any scheduled breaks:		
Evaluation findings (Section C 1.1 d) & o) of ELICOS National Standards.		
<b>At time of initial evaluation:</b> <input type="checkbox"/> Compliant <input checked="" type="checkbox"/> Not Compliant	<b>Following analysis of further evidence:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	
<b>Findings:</b>	<b>Y</b>	<b>N</b>
<ul style="list-style-type: none"> <li>Actual course duration in scheduled contact hours is stated and appropriate</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Total number of weeks during which structured teaching will take place is stated and appropriate</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Total number of weeks of course duration including breaks is stated and appropriate</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Total number of weeks of breaks that will occur for the duration of the course is stated and appropriate</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Timetabled student face to face contact hours per week is stated and appropriate</li> </ul>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> <li>Expected hours per week for 'other study' i.e. personal or group study is stated and appropriate</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>		
<ul style="list-style-type: none"> <li>The delivery hours for the course as listed in section 8.1.7 of the application form do not align to the nominal duration of the VET accredited course document. The nominal must align to the VET accredited course document. Further, the supplementary documents provided with the application will need to be amended in line with the nominal hours required i.e. timetables, course syllabus.</li> </ul>		
<b>Further evidence required:</b>		
<ul style="list-style-type: none"> <li>Provide evidence to address the non-compliance identified.</li> </ul>		
<b>Analysis of further evidence received 12 April 2014:</b>		
<ul style="list-style-type: none"> <li>As advised by the National Manager, Accreditation 11/11/2014 by email to the provider, the information provided will be sufficient to address the non-compliance identified.</li> </ul>		

Detailed course syllabus:		
Evaluation findings (Section C 1.1 i) p) of ELICOS National Standards.		
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	
<b>Findings:</b>	<b>Y</b>	<b>N</b>
<ul style="list-style-type: none"> <li>Course syllabus provided</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Course outline provided with summary of topics covered in the course</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Learner outcomes provided in learner-oriented terms (i.e. specific and easy to read)</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>		
<ul style="list-style-type: none"> <li>Nil identified</li> </ul>		
<b>Further evidence required:</b>		
<ul style="list-style-type: none"> <li>Nil required</li> </ul>		

<b>Strategy for on-going course evaluation and review:</b>			
Evaluation findings (Section C 1.1 q) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> <b>Compliant</b> <input type="checkbox"/> <b>Not Compliant</b>		<b>Following analysis of further evidence:</b> <input type="checkbox"/> <b>Compliant</b> <input type="checkbox"/> <b>Not Compliant</b>	
<b>Findings:</b>		<b>Y</b>	<b>N</b>
• Process for evaluation and review of the course including course outcomes and assessment is provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• A description of how results of evaluation are used in the continuous improvement of the course are provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
• Nil identified			
<b>Further evidence required:</b>			
• Nil required			

<b>Profile of target learner group:</b>			
Evaluation findings (Section C 1.1 h) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> <b>Compliant</b> <input type="checkbox"/> <b>Not Compliant</b>		<b>Following analysis of further evidence:</b> <input type="checkbox"/> <b>Compliant</b> <input type="checkbox"/> <b>Not Compliant</b>	
<b>Findings:</b>		<b>Y</b>	<b>N</b>
• Target group identified is appropriate to the course		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
• Nil identified			
<b>Further evidence required:</b>			
• Nil required			

<b>Strategy for monitoring learner progress:</b>			
Evaluation findings (Section C 1.1 k) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> <b>Compliant</b> <input type="checkbox"/> <b>Not Compliant</b>		<b>Following analysis of further evidence:</b> <input type="checkbox"/> <b>Compliant</b> <input type="checkbox"/> <b>Not Compliant</b>	
<b>Findings:</b>		<b>Y</b>	<b>N</b>
• Strategy meets the requirements for monitoring students' progress for each unit of the course		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
• Nil identified			
<b>Further evidence required:</b>			
• Nil required			

Strategy for assessing achievement of learner outcomes:				
Evaluation findings (Section C 1.1 i) & l) of ELICOS National Standards.				
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		
<b>Findings:</b>		<b>Y</b>	<b>N</b>	<b>N/A</b>
• Formative and summative assessment are used		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Clear identification of assessment outcomes as they relate to progress through the course		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Assessment strategy is valid, reliable, fair, flexible and clearly referenced to criteria		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>				
• Nil identified.				
<b>Further evidence required:</b>				
• Nil required.				

Certification of completion and partial completion:				
Evaluation findings (Section C 1.1 m) of ELICOS National Standards.				
<b>At time of initial evaluation:</b> <input type="checkbox"/> Compliant <input checked="" type="checkbox"/> Not Compliant		<b>Following analysis of further evidence:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		
<b>Findings:</b>		<b>Y</b>	<b>N</b>	<b>N/A</b>
• Documents meet requirements of P4.3 (a) of ELICOS Provider Standards		<input type="checkbox"/>	<input checked="" type="checkbox"/>	
• Documents meet requirements of P4.3 (a) of ELICOS Provider Standards ( <b>applicable to Non-award courses only</b> ).		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Non-compliances:</b>				
• The Statement of Attainment does not meet requirements of P4.3 (a) of ELICOS Provider Standards and must be consistent with the requirements of the <i>Standards for NVR Registered Training Organisations</i> . The full name of the legal entity is not included on the document.				
<b>Further evidence required:</b>				
• Provide evidence to address the non-compliance identified.				
<b>Analysis of further evidence received 18 November 2014:</b>				
• The identified non-compliance has now been rectified.				

<b>Teaching staff experience and qualifications:</b>			
Evaluation findings (Section C 1.1 r) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	
<b>Findings:</b>		<b>Y</b>	<b>N</b> <b>N/A</b>
• ELICOS teachers have a degree or diploma of at least three years full-time		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• A suitable TESOL qualification or qualification that contains TESOL as a method		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• A suitable TESOL teaching experience or evidence of formal mentoring by a senior staff member with this experience		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Where the provider offers courses of preparation for entry to Australian state or territory secondary schools they meet the requirements for Standard P 6.5		<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
• Where students are 12 years old their teachers hold a TESOL qualification and a recognised primary teaching qualification		<input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
<b>Non-compliances:</b>			
• Nil identified			
<b>Further evidence required:</b>			
• Nil required			

<b>Key and supplementary print-based and electronic resources:</b>			
Evaluation findings (Section C 1.1 s) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	
<b>Findings:</b>		<b>Y</b>	<b>N</b>
• A list of key and supplementary print-based and electronic teaching resources has been provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
• Nil identified			
<b>Further evidence required:</b>			
• Nil required			

<b>Maximum course fee for the course:</b>			
Evaluation findings (Section C 1.1 t) of ELICOS National Standards.			
<b>At time of initial evaluation:</b> <input type="checkbox"/> Compliant <input checked="" type="checkbox"/> Not Compliant		<b>Following analysis of further evidence:</b> <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	
<b>Findings:</b>		<b>Y</b>	<b>N</b>
• Maximum course fee separated into tuition fees and compulsory non-tuition fees have been provided		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Non-compliances:</b>			
• Although the maximum course fees are identified in Section 8.1.16 of each application and separated into tuition fees and compulsory non-tuition fees, these fees are not consistent with the total course costs stated in Section 5/5.1- Add qualifications, course or program only includes the tuition fees.			
<b>Further evidence required:</b>			
• Provide evidence to address the non-compliance identified.			
<b>Analysis of further evidence received 12 November 2014:</b>			
• The identified non-compliance has now been rectified.			

**END OF REPORT**