



ELICOS EDUCATIONAL RESOURCES, SPECIALIST STAFF, PREMISES

<p>Regulation and Standards</p>	<p>ELICOS Standards 2018</p> <p>Standards P5 P6 P7</p>
<p>Policy</p> <p>Staff Resources</p> <p>Educational Resources</p> <p>Premises</p>	<p>Pollard English has a policy on staff and educational resources and ensures that its premises are compliant with all legislative requirements.</p> <p>Pollard English will ensure staff are recruited in a professional, ethical, fair and responsible manner and in accordance with Pollard English policies and procedures, the National Code and ESOS 2000 Act.</p> <p>The requisite qualifications for ELICOS teachers are:</p> <ul style="list-style-type: none"> • They hold at least an undergraduate degree and are TESOL qualified or possess a Certificate in English Language Teaching to Adults (CELTA) or Certificate IV in TESOL • They are permitted to work in Australia. <p>For employment of other staff such as Marketing Officers and Student Services Officers, the PEO shall recruit capable persons who will be given the appropriate training.</p> <p>Pollard English aims to have state-of-the-art facilities and resources to enable students to access their learning effectively. Staff, particularly teaching staff will be assisted as far as is practicable to perform their work tasks.</p> <p>The premises are maintained and adhere to Workplace Health and Safety requirements. As indicated by ELICOS standards, the floor space available to students is compliant.</p> <p>The following resources are available currently at Pollard English:</p> <ol style="list-style-type: none"> 1. 2 classrooms-- for scheduled classes. 2. 1 Computer lab - computers for students' use for research/study 3. 1 library - has core and supplementary resources for ELICOS courses. 4. Self-Study area—for students' independent study <p>Pollard English is disabled friendly as there are lifts to enter the college premises and all classrooms and offices are on one level.</p>
<p>Procedure</p> <p>Staff Resources</p>	<p>The DOS will interview prospective teachers to ensure that they are of the right calibre and verify that their qualifications are legitimate by sighting original copies of certificates. Applicants would be encouraged to submit statements of service from previous employers and have validated equivalent overseas degrees/ qualifications with the relevant government authority.</p> <p>The positions are advertised online on job sites such as on Seek.com.au</p> <p><i>Mentoring and support of newly qualified ELT staff</i></p> <p>When a teacher is newly employed, he/she is guided by the DOS. This would be in terms of planning, delivering the lesson, assessment procedures, and working with students.</p>



- The new teacher would develop a few lesson plans for feedback.
- The DOS will observe the teacher for at least half an hour and provide feedback to the teacher.
- The DOS may also request an experienced teacher working at the College to allow the new teacher to observe his/her class to see how the class is conducted, from lesson plan to actual delivery.

The DOS will organize at least four professional development sessions per year. These will be planned at the beginning of the year. Intercultural awareness and communication training will inform part of this professional development.

Teachers are encouraged to offer their expertise and share their knowledge with each other. They are informed of NEAS conferences and encouraged to watch webinars and attend free seminars, workshops and information sessions organized by NEAS and English Australia. Contract teachers are responsible for updating their ELT knowledge especially with reference to teaching/learning and assessment tools.

Marketing and Student Services will have their own in-house training sessions from time to time and attend meetings with the Student Agents to update themselves on the market trends.

Management will keep abreast of developments in the industry by attending conferences and seminars such as the NEAS conferences and seminars. They would then communicate key points to their staff.

Training for admissions staff

The PEO would keep abreast of any developments in government regulations and shall conduct in-house training and update admissions staff on the relevant acts and regulations as and when required. These pertain to the ESOS Act, ESOS Regulations, National Code of Practice, PRISMS, Current Student Visa Regulations and Requirements, the role of ASQA, CRICOS, and NEAS.

All admissions staff are expected to read these policies and apply them. The following websites provide further information and updates.

- General ESOS information:
<https://internationaleducation.gov.au/regulatory-information/pages/regulatoryinformation>
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students:
<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/National-Code/>
- National standard for ELICOS providers and courses:
<https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ELICOSnationalstandards>
- DHA website for latest information on Current Student Visa Regulations and Requirements: <https://www.border.gov.au/>

As the Department of Education and Training offers Australian education providers with the Confirmation-of-Enrolment (CoE) facilities and online training required for compliance with



<p>Educational Resources</p>	<p>the Education Services for Overseas Students (ESOS) Legislation, the Students Services Officer (SSO) would undergo this training for PRISMS (https://prisms.education.gov.au/).</p> <p>The DOS will attend any meetings conducted by relevant government agencies and Pollard English shall apply to become a member of NEAS, EA and receive updates whether through emails or newsletters regularly. The DOS in turn will disseminate the information through internal communication, such as emails and meetings, to student services, marketing or teaching staff as relevant. The information is also noted on the Pollard English shared network.</p> <p>If the DOS needs assistance for the implications of any rules and regulations for Pollard English, specialists/experts on specific aspects could be called upon to provide the necessary training to staff.</p> <p>In addition, staff would be encouraged to attend any relevant workshops/seminars/webinars conducted by NEAS and EA.</p> <p>As Pollard English is just starting to deliver its programs, the management encourages its staff to assist in building up its resources. This will be communicated at staff meetings and via e-mail. If there are any suggestions, the staff member would complete the Staff Suggestions form and hand it to the DOS for consideration and discussion. The DOS shall also from time to time request teachers at staff meetings to provide feedback on latest publications/ resources in their area of teaching.</p>
<p>Premises</p>	<p>The premises are maintained and reviewed regularly to ensure adherence to Workplace Health and Safety requirements and Standard P7 of the ELICOS Standards 2018.</p>
<p>Reviewed</p>	<p>Annually</p>
<p>Version</p>	<p>0.1</p>