



ELICOS Policy

1. Purpose

ALACC recognises that international students undertake English language training for various purposes, including academic study, career advancement, and personal development. Many students aim to improve their English proficiency to meet entry requirements for further education, such as the Diploma of Nursing, which requires an IELTS score of 7.0 in each band as per ANMAC guidelines. To support students in making informed decisions, ALACC ensures that comprehensive and accurate information is provided about its ELICOS programs.

2. Scope

This policy applies to all international students studying English Language Intensive Courses for Overseas Students (ELICOS) at ALACC under a student visa. These courses involve a minimum of 20 scheduled face-to-face contact hours per week.

Note: VSL-funded programs are governed by a separate VSL policy.

3. Policy Statement

ALACC ensures full compliance with the ELICOS Standards 2018, the Education Services for Overseas Students (ESOS) Act 2000, and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

4. Course Applications (Standard C1)

ALACC's ELICOS course applications include the following mandatory components:

- Course name, components, and duration (in weeks)
- Purpose and relationship to other courses
- Entry requirements and target learner profile
- Learning outcomes and assessment strategies
- Monitoring of student progress
- Modes and methods of delivery
- Syllabus including structure and expected outcomes



- Articulation arrangements, where applicable
- Certification samples for completion/partial completion
- Teaching and supplementary resources
- Course evaluation and review strategies
- Teacher qualifications and experience
- Copyright information
- Maximum course fee

5. Scheduled Course Contact Hours (Standard P1)

- Each ELICOS course includes a minimum of 20 hours of face-to-face scheduled course contact per week.
- Written agreements with students specify all required course contact hours.

6. Younger Students (Standard P2)

- Not applicable. ALACC does not enrol students under the age of 18 in its ELICOS courses.

7. Teaching ELICOS (Standard P3)

ALACC ensures that:

- Students are placed in appropriate classes based on their English proficiency, goals, and needs
- Student needs are addressed through additional support as required
- Class sizes do not exceed a 1:18 teacher-student ratio
- Students are informed of course and learning block outcomes
- Trainers are enabled to:
 - Customise teaching
 - Access delivery resources
 - Research TESOL developments
- Continuous improvement occurs through:



- Stakeholder feedback analysis
 - Evaluation of student outcomes
 - Regular review of delivery effectiveness
- Records of teaching delivery are retained electronically and securely

8. Assessment of ELICOS Students (Standard P4)

ALACC implements assessment processes that:

- Include formative and summative methods
- Clearly link to learning progress and course outcomes
- Are valid, fair, flexible, and moderated
- Include regular reporting to students (and parents/guardians, where applicable)
- Ensure formal assessment measures for direct entry pathways are comparable to other entry standards
- On completion, issue a certificate including:
 - CRICOS course name
 - Provider details
 - Course dates and duration
 - Achievement levels
 - Authorised signatory
 - Explanation of grading terms

9. Educational Resources

ALACC provides sufficient educational resources that:

- Match course levels and objectives
- Include multimedia where appropriate
- Encourage varied teaching methodologies
- Address course outcomes and specific student needs



- Reflect updated TESOL theory and practice

10. Facilities and Infrastructure

ALACC ensures access to:

- Classrooms and facilities suited to course needs
- Study areas and recreation spaces
- Teacher workspaces and counselling rooms
- Educational technologies (Wi-Fi, PCs, multimedia tools)
- Secure and accessible teaching and learning materials

11. Academic Leadership

ALACC employs qualified staff and maintains an academic management system that:

- Provides clear academic leadership for ELICOS
- Supports curriculum development and review
- Manages teaching resources
- Offers guidance and PD for staff
- Ensures senior academic staff have relevant degrees, TESOL qualifications, and experience

12. Teaching Staff

ELICOS teachers at ALACC:

- Hold a degree or diploma of at least three years
- Possess suitable TESOL qualifications
- Have TESOL teaching experience or are mentored by experienced staff
- Undergo formal induction and annual professional development



13. Student Support and Counselling

ALACC:

- Contracts qualified counsellors with intercultural expertise
- Offers support for academic progress and welfare matters
- Ensures services are accessible during appropriate hours

14. Business Management and Compliance

ALACC maintains systems to:

- Comply with all relevant legislation and ESOS requirements
- Hold public liability insurance
- Prepare and audit financial accounts annually
- Provide records or audit reports to ESOS agencies as requested
- Ensure accurate and secure record management
- Continually improve operations in response to stakeholder needs

15. Legislative and Regulatory Framework

This policy is guided by:

- ELICOS Standards 2018
- National Code 2018
- ESOS Act 2000
- ESOS Regulations 2001

16. Definitions

- **Formative assessment:** Ongoing assessment during a course to adapt teaching and learning



- **Summative assessment:** End-of-course evaluation of student achievement
- **Learning block:** Defined unit of study within a course
- **Scheduled contact hours:** Timetabled teaching and supervised sessions
- **TESOL:** Teaching English to Speakers of Other Languages
- **Written agreement:** Contract required under Standard 3 of the National Code

17. Supporting Documents

- RPL Policy
- Student Course Handbook
- Orientation Procedure
- Course Entry Requirements
- Student Prospectus
- Pre-Training Review Procedure

18. Documented Evidence

- RPL and Credit Transfer applications
- Orientation checklists
- Complaint and Appeal records
- Pre-Training Review records



19. Document Control

Policy:	ELICOS Policy
Policy owner:	CEO / Director of Studies
Reviewed by:	Compliance Team
Approval authority:	Dr Janet Lawrence, D.Ed., FACN CEO/Director of Studies
Last Review date:	April 2025
Version:	2025.1
Next review:	April 2027
Summary of changes:	The ELICOS Policy has been revised and rewritten to ensure full alignment with the ELICOS Standards 2018, the National Code 2018, and relevant legislative requirements. New version has been reformatted to ensure clarity and structure is consistent.