



## 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	Acumen Education Pty Ltd
Trading name	Acumen Institute of Further Study
Contact	Mr Dawood Shaik Phone number 03 8415 1244
Focus of evaluation	
Course title	22250VIC Certificate I in EAL (Access) 22251VIC Certificate II in EAL (Access) 22255VIC Certificate III in EAL (Further Study) 22258VIC Certificate IV in EAL (Further Study)
Evaluation details	
Evaluation purpose	<input type="checkbox"/> Initial CRICOS registration <input checked="" type="checkbox"/> Change CRICOS Registration
Submission date	24/06/2014 Submission Ref: EL314 - EL317
Standards evaluated	C1 ELICOS National Standards
Initial evaluation	
Date	23/07/2014 Accreditation Assessor <b>Kim Copeland</b>
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 of further evidence	
Date	Accreditation Assessor
Evaluation outcome	<input 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)*

<b>Course title</b>			
Evaluation findings (Section C 1.1 a) 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>The course title reflects the purpose of the course</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>Ownership of copyright details:</b>			
Evaluation findings (Section C 1.1 b) & c) 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>
			<b>NA</b>
<ul style="list-style-type: none"> <li>Details of 'Non Award' course proponent have been provided.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <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>		<input type="checkbox"/>	<input type="checkbox"/>

<b>Rationale for the course:</b>			
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>		<b>Y</b>	<b>N</b>
			<b>N/A</b>
<ul style="list-style-type: none"> <li>The rationale for the course has been outlined</li> </ul>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>The relationship with other courses has been outlined</li> </ul>		<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>
			<b>N/A</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>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"/> <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>
• Main mode of delivery is face to face – 20 scheduled course contact hours per week		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Methods of delivery are appropriate		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
• Nil identified.			
<b>Further evidence required:</b>			
• Nil identified.			

<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"/> <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>
• Education level is identified		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• English language is identified		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Age requirements are identified		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
• Nil identified.			
<b>Further evidence required:</b>			
• Nil required.			

<b>Overall structure of the course showing hours of face-to-face classes and other study plus any scheduled breaks:</b>			
Evaluation findings (Section C 1.1 d) & o) 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>
• Actual course duration in scheduled contact hours is stated and appropriate		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Total number of weeks during which structured teaching will take place is stated and appropriate		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Total number of weeks of course duration including breaks is stated and appropriate		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Total number of weeks of breaks that will occur for the duration of the course is stated and appropriate		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Timetabled student face to face contact hours per week is stated and appropriate		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Expected hours per week for 'other study' i.e. personal or group study is stated and appropriate		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
• Nil identified.			
<b>Further evidence required:</b>			
• Nil required.			

<b>Detailed course syllabus:</b>			
Evaluation findings (Section C 1.1 i) p) 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>
• Course syllabus provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Course outline provided with summary of topics covered in the course		<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Learner outcomes provided in learner-oriented terms (i.e. specific and easy to read)		<input type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Non-compliances:</b>			
• A summary of the course content outlining the outcomes in learner oriented terms was not provided. The summary must identify the learning outcomes the learner can expect to achieve as they progress through the course.			
<b>Further evidence required:</b>			
• The Assessor liaised with the provider via telephone (22/07/2014) and received (23/07/2014) evidence of course outlines for the four courses. The course outlines specify the learner outcomes in learner-oriented terms.			

<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"/> 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>
• 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"/> 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>
• 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.			

Strategy for monitoring learner progress:		
Evaluation findings (Section C 1.1 k) of ELICOS National Standards.		
At time of initial evaluation: <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	Following analysis of further evidence: <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>Strategy meets the requirements for monitoring students' progress for each unit of the course</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>		

Strategy for assessing achievement of learner outcomes:			
Evaluation findings (Section C 1.1 i) & l) of ELICOS National Standards.			
At time of initial evaluation: <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	Following analysis of further evidence: <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		
<b>Findings:</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Formative and summative assessment are used</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Clear identification of assessment outcomes as they relate to progress through the course</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Assessment strategy is valid, reliable, fair, flexible and clearly referenced to criteria</li> </ul>	<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>			

Certification of completion and partial completion:			
Evaluation findings (Section C 1.1 m) of ELICOS National Standards.			
At time of initial evaluation: <input checked="" type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant	Following analysis of further evidence: <input type="checkbox"/> Compliant <input type="checkbox"/> Not Compliant		
<b>Findings:</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>
<ul style="list-style-type: none"> <li>Documents meet requirements of P4.3 (a) of ELICOS Provider Standards</li> </ul>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> <li>Documents meet requirements of P4.3 (b) of ELICOS Provider Standards (<b>applicable to Non-award courses only</b>).</li> </ul>	<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>			

<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"/> <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> <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"/> <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>
• 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 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>
• Maximum course fee separated into tuition fees and compulsory non-tuition fees have been provided		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Non-compliances:</b>			
• Nil identified.			
<b>Further evidence required:</b>			
• Nil required.			

**END OF REPORT**