# A purple cover with white lines Description automatically generated

# **IEM Application Statement Template**

**ELE Pathway**

**Version History**

* Version One – published 15 October 2024
* Version Two – published 4 November 2024
  + Typo in Section 3.7: Enrolment, Fees, Refunds and Subsistence (ELE Code section 10) – ‘10.1.1 Additional costs (a)(i) – (viii)’ updated to ‘Additional costs (i) – (viii)’.
* Version Three – published January 2025
  + Provider declaration of compliance with criteria – previous version had two columns where partial compliance was permissible, now the partial compliance option is included in the single column.
  + Inclusion of Appendix One: Staff Lists
  + Inclusion of ‘commendations’ option in Assessor Section.
* **Version Four – published February 2025**
* Drop down options now include ‘choose an option’ to help providers select one clear option
* Learner number information clarification – 2023 numbers to be submitted by provider
* Appendix 1 Staff lists – current experience requirement removed
* Inclusion of page numbers

**IEM Application Statement (IEMAS) – ELE Pathway**

**Please refer to the following documentation when preparing the IEMAS:**

**Policy documents:**

* [Code of Practice for Provision of Programmes of English Language Education to International Learners](https://www.qqi.ie/sites/default/files/2024-01/code-of-practice-for-provision-of-programmes-of-english-language-education-to-international-learners.pdf)
* [Statutory Quality Assurance Guidelines for English Language Education](https://www.qqi.ie/sites/default/files/2024-01/statutory-quality-assurance-guidelines-for-english-language-education-providers.pdf)
* [Policy on Authorisation to Use the International Education Mark](https://www.qqi.ie/sites/default/files/2024-01/policy-on-authorisation-to-use-the-international-education-mark_0.pdf)

**Handbook and resources:**

* [INITIAL APPLICATION FOR AUTHORISATION TO USE THE INTERNATIONAL EDUCATION MARK: HANDBOOK FOR PROVIDERS (ELE PATHWAY) (qqi.ie)](https://www.qqi.ie/sites/default/files/2024-08/trusted-ireland-handbook-for-ele-providers.pdf)
* [What is TrustEd Ireland? | Quality and Qualifications Ireland (qqi.ie)](https://www.qqi.ie/what-we-do/quality-assurance-of-education-and-training/what-is-trusted-ireland)

ELE Provider Information

|  |  |
| --- | --- |
| ELE provider name |  |
| Trading name (if different) |  |
| Main centre address, incl Eircode |  |
| Site Visit address, incl Eircode (if different from main centre) |  |
| Website link |  |
| Links to social media |  |
| Application Fee Band |  |
| Person(s) responsible for application |  |
| Email(s) of person(s) responsible for application |  |
| Contact phone(s) of person(s) responsible for application |  |
| Date of submission of IEMAS |  |

**Section 1: Introduction**

|  |
| --- |
| ***Suggested maximum (excluding links and appendices): 500 words*** |
|  |
| **Assessment Panel comments** |

Dates not suitable for site visit

Please submit dates (up to 9 months from the date of the IEMAS submission) that are **not** suitable for the site visit, e.g., dates when there are few or no learners enrolled or when key members of staff are not available, and the reason why in each case.

|  |  |
| --- | --- |
| **Date(s) not suitable for site visit** | **Reason(s) not suitable** |
|  |  |
|  |  |
|  |  |

*(Please add more rows as required)*

ELE programmes and learner week numbers

Please list all **full-time** ELE programmes offered, i.e., programmes of a minimum of 15 60-minute hours’ duration per week, in the table below. Please include programme length, if learners are not enrolled on a rolling enrolment basis, applicable awards, as relevant, and the total number of learner weeks for each programme for the calendar year prior to submission of the Confirmation of Application, e.g., if the Confirmation of Application is submitted in 2024, the learner week numbers should be for the 2023 calendar year, i.e., January-December 2023. Please see **Appendix One of the Guidance Handbook for ELE Providers** for a definition of learner weeks and guidance on how to calculate learner weeks.

Please select from the programme options below:

|  |
| --- |
| General English (year-round, adults)  Exam preparation leading to an external award  Specialised English e.g., English for Business, Law  Individual (15+ hours per week only)  Academic Year (25+ week programme)  Summer programme (under 18 years old)  Summer programme (16-19 years old)  Closed group (under 18 years old)  Closed group (adults)  Online (15+ hours per week only)  Foundation Year: all modules  Foundation Year: English modules e.g., EAP modules in collaboration with a HEI. Please state in the ‘Programme’ column below if the programme is run off-site at the HEI.  Pre-sessional/in-sessional e.g., in collaboration with a HEI. Please state in the ‘Programme’ column below if the programme is run off-site at the HEI.  Teacher training programme leading to an external award  Specialist teacher training programme, e.g., CLIL, Methodology |

***(Please add other full-time ELE programmes as required).***

|  |  |  |  |
| --- | --- | --- | --- |
| Programme | Length\* | Award\*\* (if applicable) | No of learner weeks |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*(Please add more rows as required)*

*\*If the programme operates on a rolling enrolment basis, please state this as follows: RE.*

*\*\*Please include the full name and level of the examining body award for each ELE exam/teacher training programme, as appropriate.*

Nationality and learner week numbers

Please complete the table below in alphabetical order and include all categories of international learners, both EU/EEA/Swiss and non-EU/EEA/Swiss. Please do **not** include Irish/Great Britain/Northern Ireland nationals. Learner nationality and learner week numbers should be for the calendar year prior to the submission of the Confirmation of Application e.g., if the Confirmation of Application is submitted in 2024, learner week numbers should be for the 2023 calendar year. Please see **Appendix One of the Guidance Handbook for ELE Providers** for a definition of learner weeks and how to calculate learner weeks.

|  |  |
| --- | --- |
| Nationality of ELE learners | Number of learner weeks |
|  |  |
|  |  |
|  |  |

*(Please add more rows as required)*

Non-ELE programmes (further education and training; higher education)

Please complete the table below with any non-ELE programmes offered, such as FET or HE programmes. Please include the total number of learners for the academic year prior to the provider’s Confirmation of Application submission, e.g., for a Confirmation of Application submitted in 2024, the programmes and student numbers/weeks should be for the 2022-2023 academic year. If no non-ELE programmes are offered, please put N/A in the ‘Programme type’ column below.

|  |  |  |  |
| --- | --- | --- | --- |
| Programme type | Programme length | Award and NFQ Level (if applicable) | No of learners\* |
|  |  |  |  |
|  |  |  |  |

*(Please add more rows as required)*

*\*Please submit learner numbers for the academic year prior to submission of the IEMAS, e.g., for a Confirmation of Application submission in 2024, please submit learner numbers for the academic year 2022-2023.*

Nationality of non-ELE learners (further education and training; higher education)

Please complete the table below with international learner nationality (in alphabetical order) and the corresponding number of international learners, both EU/EEA/Swiss and non-EU/EEA/Swiss. Please do **not** include Irish/Great Britain/Northern Ireland nationals. Learner nationality and learner numbers should be for the full academic year prior to the submission of the Confirmation of Application, e.g., for a Confirmation of Application submitted in 2024, the programmes and learner numbers/weeks should apply to the 2022-2023 academic year. If no non-ELE programmes are offered, please put ‘N/A’ in the ‘Nationality of non-ELE learners’ column below.

|  |  |
| --- | --- |
| Nationality of non-ELE learners | Number of learners |
|  |  |
|  |  |
|  |  |

*(Please add more rows as required)*

Other services offered

|  |
| --- |
| Suggested maximum (excluding links/appendices): 200 words |
|  |
| Assessment Panel comments |

Organisational structure

|  |
| --- |
| Suggested maximum (excluding links and appendices): 250 words  Please submit complete Staff lists in Appendix One of this document and an organisational chart should be submitted as an appendix. |
|  |
| Assessment Panel comments |

Section 2: Methodology

|  |
| --- |
| Suggested maximum (excluding links and appendices): 500 words |
|  |
| Assessment Panel comments |

Section 3: Self-assessment of compliance with ELE Code criteria

|  |  |  |
| --- | --- | --- |
| 3.1 General Statutory Requirements: Access, transfer and progression  (ELE Code section 4.2 | | |
| ELE providers must have established procedures for access, transfer and progression under section 56 of the 2012 Act as amended. | | |
| **Section 4.2 criterion** | Provider declaration of compliance with criterion | Assessment Panel only |
| Yes/No | Yes/No/Partial |
| Description of access, transfer and progression arrangements, with supporting documentation:  *Suggested maximum (excluding links and appendices): 250 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 3.2 Requirements for Premises (ELE Code section 5) | | |
| Premises are suitable for the provision of English Language Education and associated services to international learners, and for all staff members to complete their work duties effectively. | | |
| *In the description below, please refer to specific criteria in the ELE Code, section 5.*  *(Requirements below marked \* also apply to temporary classroom spaces.)* | | |
| **Section 5 criteria**  **Each centre is suitable for the provision of ELE to international learners. Each centre...** | Provider declaration of compliance with criteria | Assessment Panel only |
| (i) has planning permission for educational use\*; | Yes/No | Yes/No/Partial |
| (ii) has all necessary building requirements in place, e.g., fire safety and insurance\*; | Yes/No | Yes/No/Partial |
| (iii) has capacity that is adequate and suitable for all members of staff and all currently enrolled learners at the premises at any one time\*; | Yes/No | Yes/No/Partial |
| (iv) has suitable temperature, ventilation and light throughout the centre\*; | Yes/No | Yes/No/Partial |
| (v) has classrooms that are suitable in size for the number of learners and teachers assigned to each classroom, have sufficient light and suitable acoustics, and are appropriately equipped for the purpose of provision of ELE to international learners\*; | Yes/No | Yes/No/Partial |
| (vi) has suitable and adequate space reserved exclusively for the use of academic staff to plan lessons and consult with colleagues; | Yes/No | Yes/No/Partial |
| (vii) has suitable and adequate rest and study areas that are available to learners; | Yes/No | Yes/No/Partial |
| (viii) has suitable and adequate rest areas that are available to staff; | Yes/No | Yes/No/Partial |
| (ix) has adequate toilet facilities for all members of staff and all currently enrolled learners at the premises at any one time\*; | Yes/No | Yes/No/Partial |
| (x) is well maintained and clean\*. | Yes/No | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation:  *Suggested maximum (excluding links and appendices): 1000 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 3.3: Operational, Risk and Human Resources Management (ELE Code section 6) | | |
| ***Operational, risk and human resource management systems and procedures are fit for purpose, meet the operational and quality assurance needs of the ELE provider and meet all legislative requirements.*** | | |
| *In the description below, please refer to specific criteria in the ELE Code, section 6. Where criteria are partially complied with, the provider should set realistic timelines in the description for full compliance, meeting QQI requirements.* | | |
| **Section 6 criteria** | Provider declaration of compliance with criteria | Assessment Panel only |
| 6.1 Data management (a) | Yes/No | Yes/No/Partial |
| 6.1 Data management (b) | Yes/No | Yes/No/Partial |
| 6.1 Data management (c) | Yes/No | Yes/No/Partial |
| 6.1 Data management (d) | Yes/No | Yes/No/Partial |
| 6.2 Corporate and academic governance (a) | Yes/No | Yes/No/Partial |
| 6.2 Corporate and academic governance (b) | Yes/No | Yes/No/Partial |
| 6.2 Corporate and academic governance (c) | Yes/No | Yes/No/Partial |
| 6.2 Corporate and academic governance (d) | Yes/No | Yes/No/Partial |
| 6.3 Risk management (a) | Yes/No | Yes/No/Partial |
| 6.3 Risk management (b) | Yes/No | Yes/No/Partial |
| 6.4 Change and crisis management | Yes/No | Yes/No/Partial |
| 6.5 Partnerships and collaborations (a) | Yes/No/NA | Yes/No/NA/Partial |
| 6.5 Partnerships and collaborations (b) | Yes/No/NA | Yes/No/NA/Partial |
| 6.5 Partnerships and collaborations (c) | Yes/No/NA | Yes/No/NA/Partial |
| 6.5 Partnerships and collaborations (d) | Yes/No | Yes/No/Partial |
| 6.5 Partnerships and collaborations (e) | Yes/No/NA | Yes/No//NA/Partial |
| 6.5 Partnerships and collaborations (f) | Yes/No/NA | Yes/No/NA/Partial |
| **6.6 Human resources**  6.6.1 Staff recruitment (a) | Yes/No | Yes/No/Partial |
| 6.6.1 Staff recruitment (b)  *(partial compliance is permitted for the initial IEMAS submission.)* | Yes/No/Partial | Yes/No/Partial |
| 6.6.2 Conditions of employment (a) | Yes/No | Yes/No/Partial |
| 6.6.2 Conditions of employment (b) | Yes/No | Yes/No/Partial |
| 6.6.2 Conditions of employment (c) | Yes/No | Yes/No/Partial |
| 6.6.2 Conditions of employment (d) | Yes/No | Yes/No/Partial |
| 6.6.2 Conditions of employment (e) | Yes/No | Yes/No/Partial |
| 6.6.3 Academic staff qualifications (a)  *(partial compliance is permitted for the initial IEMAS submission.)* | Yes/No/Partial | Yes/No/Partial |
| 6.6.3 Academic staff qualifications (b)  *(partial compliance is permitted for the initial IEMAS submission.)* | Yes/No/Partial | Yes/No/Partial |
| 6.7 Operational academic management (a) | Yes/No | Yes/No/Partial |
| 6.7 Operational academic management (b) | Yes/No | Yes/No/Partial |
| 6.7 Operational academic management (c) | Yes/No | Yes/No/Partial |
| 6.7 Operational academic management (d) | Yes/No | Yes/No/Partial |
| 6.7 Operational academic management (e)  *(partial compliance is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 6.7 Operational academic management (f)  *(partial compliance is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 6.8 Grievances (a) | Yes/No | Yes/No/Partial |
| 6.8 Grievances (b) | Yes/No | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation*:*  *Suggested maximum (excluding links and appendices): 1000 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 3.4: Programme Design (ELE Code section 7) | | |
| *There is a clear and well-designed programme framework in place, where the curriculum, syllabus(es), course programme(s) and assessment framework(s) are clearly and closely aligned to the Common European Framework of Reference for Languages (CEFR), and which meets the needs of learners.* | | |
| *In the description below, please refer to specific criteria in the ELE Code, section 7.* | | |
| **Section 7 criteria** | Provider declaration of compliance with criteria | Assessment Panel only |
| 7.1 Curriculum, syllabus and course programme/scheme of work design (a)  *(partial compliance is permitted for the initial IEMAS submission).* | Yes/No/Partial | Yes/No/Partial |
| 7.1 Curriculum, syllabus and course programme/scheme of work design (b)  *(partial compliance is permitted for the initial IEMAS submission).* | Yes/No/Partial | Yes/No/Partial |
| 7.1 Curriculum, syllabus and course programme/scheme of work design (c) | Yes/No | Yes/No/Partial |
| 7.1 Curriculum, syllabus and course programme/scheme of work design (d) | Yes/No | Yes/No/Partial |
| 7.1 Curriculum, syllabus and course programme/scheme of work design (e) | Yes/No | Yes/No/Partial |
| 7.2 Assessment systems (a)  *(partial compliance is permitted for the initial IEMAS submission).* | Yes/No/Partial | Yes/No/Partial |
| 7.2 Assessment systems (b)  *(partial compliance is permitted for the initial IEMAS submission).* | Yes/No/Partial | Yes/No/Partial |
| 7.2 Assessment systems (c) | Yes/No | Yes/No/Partial |
| 7.2 Assessment systems (d) | Yes/No | Yes/No/Partial |
| 7.2 Assessment systems (e) | Yes/No | Yes/No/Partial |
| 7.2 Assessment systems (f) | Yes/No | Yes/No/Partial |
| 7.2 Assessment systems (g) | Yes/No | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation*:*  *Suggested maximum (excluding links and appendices): 500 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 3.5: Supports and Services for International Learners (ELE Code section 8) | | |
| *Conditions for learners reflect the organisational mission and objectives of the ELE provider and support the provision of high-quality ELE and associated services to international learners. Providers foster an environment which supports the well-being and integration of all learners into the student body and community and ensure a positive learning experience for learners.* | | |
| *In the description below, please refer to specific criteria in the ELE Code, section 8.* | | |
| **Section 8 criteria** | Provider declaration of compliance with criteria | Assessment Panel only |
| 8.1 Learner support and welfare (a) | Yes/No | Yes/No/Partial |
| 8.1 Learner support and welfare (b) | Yes/No | Yes/No/Partial |
| 8.2 Learner orientation and induction (a) | Yes/No | Yes/No/Partial |
| 8.2 Learner orientation and induction (b) | Yes/No | Yes/No/Partial |
| 8.2 Learner orientation and induction (c) | Yes/No | Yes/No/Partial |
| 8.3 Learners requiring entry visas and/or immigration permissions (a) (i)-(vi) | Yes/No/NA | Yes/No/NA/Partial |
| 8.4 Accommodation (a) | Yes/No/NA | Yes/No/NA/Partial |
| 8.4 Accommodation (b) | Yes/No/NA | Yes/No/NA/Partial |
| 8.4 Accommodation (c) | Yes/No/NA | Yes/No/NA/Partial |
| 8.4 Accommodation (d) | Yes/No/NA | Yes/No/NA/Partial |
| 8.4 Accommodation (e) | Yes/No/NA | Yes/No/NA/Partial |
| 8.5 Safeguarding (a) (i)-(iii) | Yes/No/NA | Yes/No/NA/Partial |
| 8.5 Safeguarding (b) | Yes/No/NA | Yes/No/NA/Partial |
| 8.5 Safeguarding (c) | Yes/No/NA | Yes/No/NA/Partial |
| 8.6 Complaints and grievance procedures (a) | Yes/No | Yes/No/Partial |
| 8.6 Complaints and grievance procedures (b) | Yes/No | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation:  *Suggested maximum (excluding links and appendices): 250 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 3.6: Marketing and Recruitment (ELE Code section 9) | | |
| ELE providers recruit international learners, whether directly or with recruitment agents, in a transparent and ethical manner. They ensure that clear, accurate, transparent, accessible, relevant and up to date information is provided in all marketing and promotional materials. | | |
| *In the description below, please refer to specific criteria in the ELE Code, section 9.* | | |
| **Section 9 criteria** | **Provider declaration of compliance with criteria** | Assessment Panel only |
| 9.1 Marketing Information (a) | Yes/No | Yes/No/Partial |
| 9.1 Marketing Information (b) (i)-(vii) | Yes/No | Yes/No/Partial |
| 9.1 Marketing Information (c) (i)-(x) | Yes/No | Yes/No/Partial |
| 9.2 Partnerships with education agents, recruitment partners and consultants (a) | Yes/No/NA | Yes/No/NA/Partial |
| 9.2 Partnerships with education agents, recruitment partners and consultants  (b) | Yes/No/NA | Yes/No/NA/Partial |
| 9.2 Partnerships with education agents, recruitment partners and consultants (c)  *(partial compliance is permitted for the initial IEMAS submission)* | Yes/No/NA/Partial | Yes/No/NA/Partial |
| 9.2 Partnerships with education agents, recruitment partners and consultants (d)  *(partial compliance is permitted for the initial IEMAS submission)* | Yes/No/NA/Partial | Yes/No/NA/Partial |
| 9.2 Partnerships with education agents, recruitment partners and consultants (e)  *(partial compliance is permitted for the initial IEMAS submission)* | Yes/No/NA/Partial | Yes/No/NA/Partial |
| 9.2 Partnerships with education agents, recruitment partners and consultants (f) | Yes/No/NA | Yes/No/NA/Partial |
| 9.2 Partnerships with education agents, recruitment partners and consultants (g) | Yes/No/NA | Yes/No/NA/Partial |
| Description of demonstration of compliance, with supporting documentation:  *Suggested maximum (excluding links): 500 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 3.7: Enrolment, Fees, Refunds and Subsistence (ELE Code section 10) | | |
| ELE providers provide all learners with clear, accurate, transparent, accessible, relevant and up to date information on all study-related costs, including tuition, materials, travel, subsistence, health care and accommodation. ELE providers inform learners about fees and other costs associated with undertaking an ELE programme of study in Ireland. | | |
| In the description below, please refer to specific criteria in the ELE Code, section 10. | | |
| **Section 10 criteria** | Provider declaration of compliance with criteria | Assessment Panel only |
| 10.1 Fees and terms and conditions (a) | Yes/No | Yes/No/Partial |
| 10.1 Fees and terms and conditions (b) | Yes/No | Yes/No/Partial |
| 10.1 Fees and terms and conditions (c) | Yes/No | Yes/No/Partial |
| 10.1 Fees and terms and conditions (d) | Yes/No/NA | Yes/No/Partial |
| 10.1 Fees and terms and conditions (e) | Yes/No | Yes/No/Partial |
| 10.1 Fees and terms and conditions (f) | Yes/No | Yes/No/Partial |
| 10.1 Fees and terms and conditions (g) | Yes/No | Yes/No/Partial |
| 10.1 Fees and terms and conditions (h) | Yes/No | Yes/No/Partial |
| 10.1 Fees and terms and conditions (i) | Yes/No | Yes/No/Partial |
| 10.1.1 Additional costs (a) (i)-(viii) | Yes/No | Yes/No/Partial |
| 10.2 Enrolment procedures (a) | Yes/No | Yes/No/Partial |
| 10.2 Enrolment procedures (b) | Yes/No | Yes/No/Partial |
| 10.2 Enrolment procedures (c) | Yes/No | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation:  *Suggested maximum (excluding links): 250 words* | | |
| **Assessment Panel comments** | | |

Section 4: Self-assessment of the suitability of quality assurance procedures, having regard to and meeting QA Guidelines for ELE criteria

|  |  |  |
| --- | --- | --- |
| 4.1: Organisational Structures (QA Guidelines for ELE section 2.1) | | |
| *ELE providers are required to demonstrate how it meets the criteria set out in Organisational Structures.* | | |
| *In the description below, please refer to specific criteria in the QA Guidelines for ELE section 2.1.* | | |
| **Section 2.1 criteria** | Provider declaration of meeting criteria | Assessment Panel only |
| 2.1.1 Organisational and administrative structures (a) | Yes/No | Yes/No/Partial |
| 2.1.1 Organisational and administrative structures (b) | Yes/No | Yes/No/Partial |
| 2.1.1 Organisational and administrative structures (c) | Yes/No | Yes/No/Partial |
| 2.1.1 Organisational and administrative structures (d) | Yes/No | Yes/No/Partial |
| 2.1.1 Organisational and administrative structures (e) | Yes/No | Yes/No/Partial |
| 2.1.2 Administrative staffing (a) | Yes/No | Yes/No/Partial |
| 2.1.2 Administrative staffing (b) | Yes/No | Yes/No/Partial |
| 2.1.3 Administrative systems (a) | Yes/No | Yes/No/Partial |
| 2.1.3 Administrative systems (b) | Yes/No | Yes/No/Partial |
| 2.1.4 Communications (a) | Yes/No | Yes/No/Partial |
| 2.1.4 Communications (b) | Yes/No | Yes/No/Partial |
| 2.1.4 Communications (c) | Yes/No | Yes/No/Partial |
| Description of meeting criteria, with supporting documentation:  *Suggested maximum (excluding links): 500 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 4.2: Management and Governance of Quality Assurance (QA Guidelines for ELE section 2.2) | | |
| *ELE providers are required to demonstrate how it meets the criteria set out in Management and Governance of Quality Assurance.* | | |
| *In the description below, please refer to specific criteria in the QA Guidelines for ELE section 2.2.* | | |
| **Section 2.2 criteria** | Provider declaration of meeting criteria | Assessment Panel only |
| 2.2.1 Quality assurance systems (a) | Yes/No | Yes/No/Partial |
| 2.2.1 Quality assurance systems (b) | Yes/No | Yes/No/Partial |
| 2.2.1 Quality assurance systems (c) | Yes/No | Yes/No/Partial |
| 2.2.1 Quality assurance systems (d) | Yes/No | Yes/No/Partial |
| 2.2.2 Quality assurance policies and procedures (a) | Yes/No | Yes/No/Partial |
| 2.2.2 Quality assurance policies and procedures (b) (i)- (xx) | Yes/No | Yes/No/Partial |
| 2.2.2 Quality assurance policies and procedures (c) | Yes/No | Yes/No/Partial |
| 2.2.2 Quality assurance policies and procedures (d) | Yes/No | Yes/No/Partial |
| 2.2.3 Quality assurance reviews (a) | Yes/No | Yes/No/Partial |
| 2.2.3 Quality assurance reviews (b) | Yes/No | Yes/No/Partial |
| 2.2.3 Quality assurance reviews (c) (i)-(viii) | Yes/No | Yes/No/Partial |
| 2.2.3 Quality assurance reviews (d) | Yes/No | Yes/No/Partial |
| 2.2.3 Quality assurance reviews (e) | Yes/No | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation:  *Suggested maximum (excluding links): 500 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 4.3: Academic Management Structures (QA Guidelines for ELE section 2.3) | | |
| ***Operational, risk and human resource management systems and procedures are fit for purpose, meet the operational and quality assurance needs of the ELE provider and meet all legislative requirements.*** | | |
| *In the description below, please refer to specific criteria in the QA Guidelines for ELE, section 2.3.* | | |
| **Section 2.3 criteria** | Provider declaration of meeting criteria | Assessment Panel only |
| 2.3.1 Qualifications and experience  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.3.2 Communications (a) (i)-(iv) | Yes/No | Yes/No/Partial |
| 2.3.2 Communications (b) | Yes/No | Yes/No/Partial |
| 2.3.3 Programme development (a) | Yes/No | Yes/No/Partial |
| 2.3.3 Programme development (b) | Yes/No | Yes/No/Partial |
| 2.3.3 Programme development (c) | Yes/No | Yes/No/Partial |
| 2.3.4 Academic materials (a) | Yes/No | Yes/No/Partial |
| 2.3.4 Academic materials (b) | Yes/No | Yes/No/Partial |
| 2.3.4 Academic materials (c) | Yes/No | Yes/No/Partial |
| 2.3.5 Attendance at briefings and conferences (a) | Yes/No | Yes/No/Partial |
| 2.3.5 Attendance at briefings and conferences (b) | Yes/No | Yes/No/Partial |
| 2.3.5 Attendance at briefings and conferences (c) | Yes/No | Yes/No/Partial |
| 2.3.6 Operational academic management (a) | Yes/No | Yes/No/Partial |
| 2.3.6 Operational academic management (b) | Yes/No | Yes/No/Partial |
| 2.3.6 Operational academic management (c)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.3.6 Operational academic management (d) | Yes/No | Yes/No/Partial |
| 2.3.6 Operational academic management (e) | Yes/No | Yes/No/Partial |
| 2.3.6 Operational academic management (f) | Yes/No | Yes/No/Partial |
| 2.3.6 Operational academic management (g) | Yes/No | Yes/No/Partial |
| 2.3.7 Teaching and learning (a) | Yes/No | Yes/No/Partial |
| 2.3.7 Teaching and learning (b) | Yes/No | Yes/No/Partial |
| 2.3.7 Teaching and learning (c)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.3.7 Teaching and learning (d) | Yes/No | Yes/No/Partial |
| 2.3.7 Teaching and learning (e) | Yes/No | Yes/No/Partial |
| 2.3.7 Teaching and learning (f) | Yes/No | Yes/No/Partial |
| 2.3.7 Teaching and learning (g) | Yes/No | Yes/No/Partial |
| 2.3.8 Lesson planning (a)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.3.8 Lesson planning (b) (i)-(xii) | Yes/No | Yes/No/Partial |
| 2.3.9 Lesson delivery (a)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.3.9 Lesson delivery (b) (i)-(x) | Yes/No | Yes/No/Partial |
| 2.3.10 Online provision (a) | Yes/No/NA | Yes/No/NA/Partial |
| 2.3.10 Online provision (b) | Yes/No/NA | Yes/No/NA/Partial |
| 2.3.10 Online provision (c) | Yes/No/NA | Yes/No/NA/Partial |
| 2.3.10 Online provision (d) | Yes/No | Yes/No/Partial |
| 2.3.11 Monitoring of lesson planning and delivery (a) | Yes/No | Yes/No/Partial |
| 2.3.11 Monitoring of lesson planning and delivery (b) | Yes/No | Yes/No/Partial |
| 2.3.11 Monitoring of lesson planning and delivery (c) | Yes/No | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation:  *Suggested maximum (excluding links): 1000 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 4.4: Programme Design (QA Guidelines for ELE section 2.4) | | |
| *ELE providers are required to demonstrate how it meets the applicable criteria set out in Programme Design* | | |
| *In the description below, please refer to specific criteria in the QA Guidelines for ELE section 2.4.* | | |
| **Section 2.4 criteria** | Provider declaration of meeting criteria | Assessment Panel only |
| 2.4.1 Curriculum and syllabus design (a)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.4.1 Curriculum and syllabus design (b)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.4.1 Curriculum and syllabus design (c) | Yes/No | Yes/No/Partial |
| 2.4.1.1 Curriculum design (i) | Yes/No | Yes/No/Partial |
| 2.4.1.1 Curriculum design (ii)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.4.1.2 Syllabus design (i)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.4.1.2 Syllabus design (ii)-(xx) | Yes/No | Yes/No/Partial |
| 2.4.1.3 Curriculum, syllabus and course programme/schemes of work reviews (i)-(v) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (a) (i), (iii)-(v) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (a) (ii)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.4.2 Assessment systems (b) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (c) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (d) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (e) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (f) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (g) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (h) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (i) | Yes/No | Yes/No/Partial |
| 2.4.2 Assessment systems (j) | Yes/No | Yes/No/Partial |
| 2.4.2.1 Types of assessment (a) | Yes/No | Yes/No/Partial |
| 2.4.2.1 Types of assessment (b) | Yes/No | Yes/No/Partial |
| 2.4.2.1 Types of assessment (c) | Yes/No | Yes/No/Partial |
| 2.4.2.1 Types of assessment (d) | Yes/No | Yes/No/Partial |
| 2.4.2.2 Academic integrity and security  (a) (i)-(v) | Yes/No | Yes/No/Partial |
| 2.4.2.3 Information about assessment procedures (i)-(ix)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No | Yes/No/Partial |
| 2.4.3 Teacher training centres and programme design (i)-(iii) | Yes/No/NA | Yes/No/NA/Partial |
| 2.4.4 Academic staff development and programme design (a) (i)-(ii) | Yes/No | Yes/No/Partial |
| 2.4.4 Academic staff development and programme design (a) (iii)-(vi)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| 2.4.4 Academic staff development and programme design (b)  *(partial meeting is permitted for the initial IEMAS submission)* | Yes/No/Partial | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation:  *Suggested maximum (excluding links): 500 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 4.5: Supports and Services for International Learners (QA Guidelines for ELE section 2.5) | | |
| *ELE providers are required to demonstrate how it meets the applicable criteria set out in Supports and Services for International Learners.* | | |
| *In the description below, please refer to specific criteria in the QA Guidelines for ELE section 2.5.* | | |
| **Section 2.5 criteria** | Provider declaration of meeting criteria | Assessment Panel only |
| 2.5.1 Learner orientation and induction (i)-(xviii) | Yes/No | Yes/No/Partial |
| 2.5.1 Learner orientation and induction (a) | Yes/No | Yes/No/Partial |
| 2.5.1 Learner orientation and induction (b) | Yes/No | Yes/No/Partial |
| 2.5.2 Learners requiring entry visa and/or immigration permission (a) | Yes/No/NA | Yes/No/NA/Partial |
| 2.5.2 Learners requiring entry visa and/or immigration permission (b) | Yes/No/NA | Yes/No/NA/Partial |
| 2.5.2 Learners requiring entry visa and/or immigration permission (c) | Yes/No/NA | Yes/No/NA/Partial |
| 2.5.3 Academic supports (a) | Yes/No | Yes/No/Partial |
| 2.5.3 Academic supports (b) | Yes/No | Yes/No/Partial |
| 2.5.4 Events programme (a) | Yes/No | Yes/No/Partial |
| 2.5.4 Events programme (b) | Yes/No | Yes/No/Partial |
| 2.5.4 Events programme (c) | Yes/No | Yes/No/Partial |
| 2.5.4 Events programme (d) (i)-(iv) | Yes/No | Yes/No/Partial |
| 2.5.5 Exit procedures for enrolled learners (a) | Yes/No | Yes/No/Partial |
| 2.5.5 Exit procedures for enrolled learners (b) | Yes/No | Yes/No/Partial |
| 2.5.5 Exit procedures for enrolled learners (c) | Yes/No | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation:  *Suggested maximum (excluding links): 500 words* | | |
| **Assessment Panel comments** | | |

|  |  |  |
| --- | --- | --- |
| 4.6: Staff Supports and Development (QA Guidelines for ELE section 2.6) | | |
| *ELE providers are required to demonstrate how it meets the criteria set out in Staff Supports and Developments.* | | |
| *In the description below, please refer to specific criteria in the QA Guidelines for ELE section 2.6.* | | |
| **Section 2.6 criteria** | Provider declaration of meeting criteria | Assessment Panel only |
| 2.6.1 Induction procedures (a) | Yes/No | Yes/No/Partial |
| 2.6.1 Induction procedures (b) (i)-(xxi) | Yes/No | Yes/No/Partial |
| 2.6.1 Induction procedures (c) | Yes/No | Yes/No/Partial |
| 2.6.2 Academic staff induction (a) (i)-(vi) | Yes/No | Yes/No/Partial |
| 2.6.2 Academic staff induction (b) | Yes/No | Yes/No/Partial |
| 2.6.3 Student social events staff induction (a) (i)-(v) | Yes/No | Yes/No/Partial |
| 2.6.4 Staff training and development (a) | Yes/No | Yes/No/Partial |
| 2.6.4 Staff training and development (b) | Yes/No | Yes/No/Partial |
| 2.6.4 Staff training and development (c) | Yes/No | Yes/No/Partial |
| 2.6.5 Administrative staff training and   development (a) | Yes/No | Yes/No/Partial |
| 2.6.5 Administrative staff training and   development (b) | Yes/No | Yes/No/Partial |
| 2.6.6 Academic staff training and development (a) (i)-(iii) | Yes/No | Yes/No/Partial |
| 2.6.6 Academic staff training and development (b) | Yes/No | Yes/No/Partial |
| 2.6.6 Academic staff training and development (c) | Yes/No | Yes/No/Partial |
| 2.6.7 Sales and marketing staff training and development (a) | Yes/No | Yes/No/Partial |
| 2.6.7 Sales and marketing staff training and development (b) | Yes/No | Yes/No/Partial |
| 2.6.7 Sales and marketing staff training and development (c) | Yes/No | Yes/No/Partial |
| 2.6.8 Performance reviews | Yes/No | Yes/No/Partial |
| Description of demonstration of compliance, with supporting documentation:  *Suggested maximum (excluding links): 500 words* | | |
| **Assessment Panel comments** | | |

APPENDIX ONE: Staff lists

Please submit separate staff lists for each of the ELE provider’s centres in the State, including temporary centres, if operational when the provider submits its IEMAS. Each centre should be clearly labelled.

**1 Teaching and training staff (including management roles)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Name*** | ***Position*** | ***Type of employment contract and date(s) of current contract.*** | ***No of contact teaching hours (and admin hours) per week*** | ***NFQ Level 7 qualification or equivalent\**** | ***ELT qualification\*\**** | ***ELT experience\*\*\**** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

*(please add lines as needed)*

***\*Please include name and city of institution, type of qualification, grade and year of award or please describe previous experience and training, as per the requirements set out in Appendix 4 of the ELE Code.***

***\*\*Please include name and city of institution, type of qualification, grade and year of award. Please include details of assessed teaching practice, if the award is not universally recognised. If no teaching practice is included in the award, please outline assessed teaching practice arrangements as per the requirements set out in Appendix 4 of the ELE Code.***

***\*\*\* Please include roles with previous ELE providers, name and city of provider(s) and employment dates***

**2 Management, administrative, activity, accommodation, cleaning, catering and maintenance staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name*** | ***Position*** | ***Type of employment contract, hours per week and date(s) of current contract.*** | ***Qualification or equivalent\**** | ***Relevant experience\*\**** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*(please add lines as needed)*

***\*Please include name and city of institution, award, grade and year of award; alternatively, please describe relevant experience and training.***

***\*\*Please include name and city of previous employers, if any, role(s) and employment dates***

SUMMARY OF ASSESSMENT PANEL FINDINGS TO FOLLOW BELOW

Assessment Panel Report

Provider and Assessment details

|  |  |
| --- | --- |
| Provider Name |  |
| Trading name (if different) |  |
| Main Centre address |  |
| Site Visit address (if different) |  |
| Lead Assessor |  |
| Co Assessor |  |
| Date of submission of IEMAS |  |
| Dates of Site Visit |  |

The Approvals and Reviews Committee is requested to discuss the ELE provider’s application for TrustEd Ireland authorisation and the Assessment Panel’s recommendation

|  |  |
| --- | --- |
| Recommendation |  |
|  | Authorised |
|  | Authorised with conditions |
|  | Not Authorised |

Site visit schedule

*(Assessment Panel to insert site visit schedule here)*

Part 1: Assessment of ELE provider compliance with the criteria set out in the Code of Practice for Provision of Programmes of English Language Education to International Learners (ELE Code)

**3.1 General Statutory Requirements: Access, transfer and progression (ELE Code section 4.2)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**3.2 Requirements for Premises (ELE Code section 5)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**3.3 Operational, Risk and Human Resources Management (ELE Code section 6)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**3.4 Programme Design (ELE Code section 7)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**3.5 Supports and Services for International Learners (ELE Code section 8)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**3.6 Marketing and Recruitment (ELE Code section 9)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**3.7 Enrolment, Fees Refunds and Subsistence (ELE Code section 10)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

Part 2: Assessment of provider demonstration of suitability of its quality assurance procedures by having regard to and meeting the criteria set out in the Statutory Quality Assurance Guidelines for English Language Education Providers (QA Guidelines for ELE)

**4.1 Organisational Structures (QA Guidelines for ELE section 2.1)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**4.2 Management and Governance of Quality Assurance (QA Guidelines for ELE section 2.2)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**4.3 Academic Management Structures (QA Guidelines for ELE section 2.3)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**4.4 Programme Design (QA Guidelines for ELE section 2.4)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**4.5 Supports and Services for International Learners (QA Guidelines for ELE section 2.5)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |

**4.6 Staff Supports and Development (QA Guidelines for ELE section 2.6)**

|  |  |
| --- | --- |
| **Compliance with criteria** | Yes/No/Partial |
| **Conditions of authorisation** | |
|  | |
| **Recommendations** | |
|  | |
| **Commendations** | |
|  | |