



About this form

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

Provider details					
ASQA regulated	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		NEAS Accredited Provider		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
RTO code	41451	CRICOS code	03596J	Asqanet application number	ADDCRI0003703
Legal name	St Albans Institute Pty Ltd				
Trading name	Hawke Institute				
Contact name	Mrs Ionessa Annin				
Email:	info.hawkinstitute@gmail.com		Phone number	1300 159 461	
Focus of evaluation					
Course title	General English (Elementary, Pre-Intermediate, Intermediate, Upper Intermediate)				
Evaluation details					
Evaluation purpose	<input type="checkbox"/> Initial CRICOS registration		<input checked="" type="checkbox"/> Change CRICOS Registration		
Submission date	12/10/2018		Submission Ref:	EL805	
Standards evaluated	C1 ELICOS National Standards				
Initial evaluation					
Date	28/11/2018		Accreditation Assessor Elise Stapleton		
Evaluation outcome	<input checked="" type="checkbox"/> Compliant with <i>Standard C1 of ELICOS National Standards</i> <input type="checkbox"/> Not compliant with <i>Standard C1 of ELICOS National Standards</i>				
Evaluation of further evidence					
Date	Click or tap to enter a date.		Accreditation Assessor [REDACTED]		
Evaluation outcome	<input type="checkbox"/> Compliant with <i>Standard C1 of ELICOS National Standards</i> <input type="checkbox"/> Not compliant with <i>Standard C1 of ELICOS National Standards</i>				
Evaluation notes					
<ul style="list-style-type: none"> This report must be read in conjunction with the information provided in the <i>Application for initial CRICOS registration</i> or the <i>Application to change CRICOS registration</i>. Please note further evidence must be sent as a single response, be logically organised and referenced to the relevant standard. 					

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.			
Initial evaluation: Compliant		Following rectification: Choose an item.	
Findings:		Y	N
<ul style="list-style-type: none"> The course title reflects the purpose of the course. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Ownership of copyright details:			
Evaluation findings (Section C 1.1 b) & c) of ELICOS National Standards.			
Initial evaluation: Compliant		Following rectification: Choose an item.	
Findings:		Y	N
<ul style="list-style-type: none"> Approval from the copyright owner been provided (if the 'ELICOS' course is owned by a legal entity or individual other than the provider). 		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Purpose of the course:			
Evaluation findings (Section C 1.1 e) & f) of ELICOS National Standards.			
Initial evaluation: Compliant		Following rectification: Choose an item.	
Findings:		Y	N
<ul style="list-style-type: none"> The stated purpose of the course aligns to course content and outcomes. The relationship with other courses has been described. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Articulation arrangements:			
Evaluation findings (Section C 1.1 g) of ELICOS National Standards.			
Initial evaluation: Compliant		Following rectification: Choose an item.	
Findings:		Y	N
<ul style="list-style-type: none"> Copies of the written articulation agreements have been provided (where a course articulates between the provider and a destination institution). 		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Modes and methods of delivery:			
Evaluation findings (Section C 1.1 n) of ELICOS National Standards.			
Initial evaluation: Compliant		Following rectification: Choose an item.	
Findings:		Y	N
<ul style="list-style-type: none"> Main mode of delivery is face to face – 20 scheduled course contact hours per week. Methods of delivery identified and appropriate. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>



Course entry requirements:		
Evaluation findings (Section C 1.1 j) of ELICOS National Standards.		
Initial evaluation: Compliant	Following rectification: Choose an item.	
Findings:	Y	N
• Education level is identified and appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• English language is identified and appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Age requirements are identified and appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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.		
Initial evaluation: Compliant	Following rectification: Choose an item.	
Findings:	Y	N
• 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"/>

Detailed course syllabus:		
Evaluation findings (Section C 1.1 i) p) of ELICOS National Standards.		
Initial evaluation: Compliant	Following rectification: Choose an item.	
Findings:	Y	N
• Course syllabus is provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Purpose and objectives of the course are clearly outlined.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Summary of topics/subjects covered in the course is included.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Learner outcomes are provided in learner-oriented terms (i.e. specific and easy to read).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
• Structure and assessment of learning and progress is included.	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Strategy for on-going course evaluation and review:			
Evaluation findings (Section C 1.1 q) of ELICOS National Standards.			
Initial evaluation: Compliant		Following rectification: Choose an item.	
Findings:		Y	N
<ul style="list-style-type: none"> Process for on-going evaluation and review of the course including course outcomes and assessment is provided. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> A description of how results of evaluation are used in the continuous improvement of the course is provided. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Profile of target learner group:			
Evaluation findings (Section C 1.1 h) of ELICOS National Standards.			
Initial evaluation: Compliant		Following rectification: Choose an item.	
Findings:		Y	N
<ul style="list-style-type: none"> Identified target group is appropriate to the course. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Arrangements are in place to meet the learning needs of students of different age groups and learning capabilities. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strategy for monitoring learner progress:			
Evaluation findings (Section C 1.1 k) of ELICOS National Standards.			
Initial evaluation: Compliant		Following rectification: Choose an item.	
Findings:		Y	N
<ul style="list-style-type: none"> Strategy meets the requirements for monitoring students' progress. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Strategy for assessing achievement of learner outcomes:				
Evaluation findings (Section C 1.1 l) of ELICOS National Standards.				
Initial evaluation: Compliant		Following rectification: Choose an item.		
Findings:		Y	N	N/A
<ul style="list-style-type: none"> Formative and summative assessment are used. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Assessment outcomes as they relate to progress through the course are clearly identified 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> Assessment strategy is valid, reliable, fair, flexible and clearly referenced to criteria. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Assessment policies and procedures, materials and resources are clearly outlined. 		<input checked="" type="checkbox"/>	<input type="checkbox"/>	



Certification of completion and partial completion:			
Evaluation findings (Section C 1.1 m) of ELICOS National Standards.			
Initial evaluation: Compliant	Following rectification: Choose an item.		
Findings:	Y	N	N/A
• Documents meet requirements of P4.2 (a) of ELICOS Provider Standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Documents meet requirements of P4.2 (b) of ELICOS Provider Standards.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Teaching staff experience and qualifications:			
Evaluation findings (Section C 1.1 r) of ELICOS National Standards.			
Initial evaluation: Compliant	Following rectification: Choose an item.		
Findings:	Y	N	N/A
• Teachers have a degree or diploma of at least three years full-time.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Teachers have a suitable TESOL qualification or qualification that contains TESOL as a method.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• Teachers have suitable TESOL teaching experience or evidence of formal mentoring by a senior staff member with this experience.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
• The requirements for Standard P 6.5 are met where the provider offers courses of preparation for entry to Australian state or territory secondary schools.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
• Teachers hold a TESOL qualification and a recognised primary teaching qualification where students are 12 years old (or younger).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Key and supplementary print-based and electronic resources:			
Evaluation findings (Section C 1.1 s) of ELICOS National Standards.			
Initial evaluation: Compliant	Following rectification: Choose an item.		
Findings:	Y	N	
• A list of key and supplementary print-based and electronic teaching resources to address all aspects of the course has been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Maximum course fee for the course:			
Evaluation findings (Section C 1.1 t) of ELICOS National Standards.			
Initial evaluation: Compliant	Following rectification: Choose an item.		
Findings:	Y	N	
• Maximum course fee, separated into tuition fees and compulsory non-tuition fees, has been provided.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

END OF REPORT