

Maximum Number of Students & Educational Facilities & Resources Policy

References:

ELICOS Standards 2018 P3.1, 5.1-3 and 7.3
National Code of Practice for Providers of Education and Training to Overseas Students 2018

Policy

1.0 Purpose

This policy has been defined as a requirement to meet the ELICOS Standards 2018 P3, P5.1-3 and P7.3 and it will also be available and followed by all ICQA (International College of Queensland Australia) staff members involved in ELICOS.

2.0 Background

The requirements of providing adequate educational facilities and resources to meet the maximum number of students is referenced in the ELICOS Standards 2018 P3.1 and P5.1.

ELICOS Standards 2018

Standard P3 – Teaching ELICOS

Policies and procedures for teaching provide students with optimal opportunities for achieving successful outcomes.

P3.1 The provider must have policies and procedures in place to ensure that:

- a) *teacher-to-student ratios do not exceed 1:18 per class*

Standard P5 – ELICOS educational resources

Registered ELICOS providers maintain a supply of sufficient educational resources that are aimed at achieving course objectives, encourage diversity in learning activities and teaching methodologies, and are appropriately organised and regularly reviewed.

P5.1 The registered ELICOS provider must demonstrate access to educational resources that:

- a) *are sufficient to provide for each student at every stage of their course, as appropriate*
- b) *are appropriate for the type and level of course offered*
- c) *include access to a range of multimedia, as appropriate*
- d) *enable varied learning activities and teaching methodologies*
- e) *are developed for classroom and individual student use and address specific student needs and course learning outcomes*
- f) *reflect new developments in TESOL theory and practice and changes in course offerings and student profiles.*

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P5.2 The registered ELICOS provider must have educational facilities with sufficient equipment and support resources for the number of enrolled students, including:

- a) *educational and computer technologies that support:
 - i. *classroom teaching and learning activities;*
 - ii. *independent student practice, study and research; and*
 - iii.
 - iv. *teacher study, research and preparation.**
- b) *material that is catalogued and presented for easy access, where the registered provider makes material available for access or independent study*
- c) *equipment and resources to facilitate independent study (for example, study areas or wi-fi access).*

P5.3 The registered ELICOS provider must give teachers access to reference resources that reflect contemporary knowledge of the theory and practice of TESOL, in its own facilities or through easily accessible jointly managed facilities.

Standard P7 – ELICOS premises

The premises of registered ELICOS providers offer teaching and learning environments that are appropriately designed and equipped to support the range of English language courses and student support services offered.

P7.3 The registered ELICOS provider must designate areas of its premises sufficient in size to support quality delivery of its ELICOS courses, including:

- a) *rooms and equipment that are fit for purpose and proportionate or appropriate to the number of students and course syllabus*
- b) *teacher staffrooms*
- c) *student recreation areas*
- d) *private study areas or areas for related activities, such as a library or resource centre*
- e) *storage areas*
- f) *offices for the management of the ELICOS provider and for the confidential counselling of students.*

3.0 Policy

3.1 Context

The requirement for the College to maintain a high standard of resources and materials is critical in terms of maintaining a reputation for academic excellence and professionalism. In general, the Academic Manager and the PEO, acting in concert with the academic staff, are responsible for ensuring the quality and level of physical resources at the College.

3.2 Critical Aspects

The following points are seen as critical:

3.2.1 Number of Students

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CRICOS Number: 01351B

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The maximum number of international students at ICQA at any one time is 100 which is in direct relation to the number of classrooms (12) the total area of the classrooms, and the number of shifts (2).

3.2.2 Teacher: Student Ratio

ICQA will only employ experienced teachers who are suitably qualified according to the requirements of the course on which they teach. There will always be a ratio of a maximum of one teacher to 18 students, as per ELICOS standard P3.1 (d).

After students complete their placement tests and orientation, they are allocated to a class whose current numbers are less than the appropriate limit for that classroom.

If this is not possible, new classes are started as soon as practicable to ensure that the classes are always within reasonable limitations.

3.2.3 Physical Resources

- Text and reference books

The physical resources should include, for ELICOS courses such as General English and IELTS preparation, a core textbook per student (the textbooks are provided free to the students) and sufficient teacher and student reference books to allow for high quality course delivery. General reference books include a range of readers and novels, as well as additional resources for ELICOS, covering the four macro skills and grammar, are available to the students, while a range of language acquisition research books are available for the students and teachers. For the teachers, a wide range of recent activity, curriculum and course related books is also available in the teacher's staff room. Linked cds have been purchased where available.

The student material should be kept in the resource room and also, in regards to the class text books, in the teachers' staffroom. The teacher reference books should also be kept in the resources room.

The Academic Manager is responsible for ensuring the purchase of student and teacher reference texts and for recommending the purchase of additional a/v equipment and the maintenance of classroom resources.

ICQA continuously purchases and builds on the resources listed above and has developed a teacher "Teachers' Resource Order Form" to facilitate this process.

ICQA also provides free Wi-Fi services to all of its students.

- Teaching and Learning Resources

ICQA should have a printer/copier for teacher use.

Teachers should also have access to 12 overhead data projectors and 12 large screen LCD TVs and DVD sets. ICQA should also have fast broad band internet access and wireless connectivity and provides this free of charge to the students.

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Each classroom should have:

- one or more large electronic whiteboards (180x90cm)
- one or more noticeboards
- data projector *or* large screen LCD TV
- Wireless internet connectivity (WiFi)

In addition to their individual desks, teachers should have access to 2 photocopy machines, personal ICQA laptops and a work station in their staffroom. The work station should have a guillotine, and sufficient space to create teaching materials. Teachers should be supplied with appropriate stationary, such as white board markers, scissors, staplers, etc. Teachers are supplied with additional material on an as needs basis and have access to a laminating machine.

Filing systems for teacher produced material should be established. Teachers are informed regarding the production, use and filing of teacher made resources and the supply of new stationary during their induction.

At this time, teachers are also informed of the procedure for proposing and acquiring new teaching resources and are provided with new resource order forms which are handed to the Administrative staff as required.

ICQA's IT Support Officer is responsible for maintaining all computer AV equipment on an on-going basis.

3.2.4 Recreational Areas

The student's recreation room should also contain 4 microwaves, a kettle, a fridge, and furniture suitable for the students to relax on their breaks.

3.2.5 ELICOS Management Areas and Counselling Students

The Academic Manager has a private office suitable for meeting with individual staff members or students, and there are smaller rooms which are suitable for counselling students privately.

3.2.6 Storage

ICQA maintains adequate storage facilities.

3.2.7 Tenancy Agreement

ICQA entered a tenancy agreement for the premises at... for a period of..., with the potential to increase the number of classrooms available to the students, which guarantees that students are not compromised in their ability to complete their studies.

3.2.8 Potential Relocation

Were ICQA management to decide to relocate the premises, management would be required to notify ASQA and the students of ICQA at least 20 working days prior to any such move.

At least 20 days prior to the move, the students of ICQA would be notified in writing and all relevant documentation containing the address of ICQA would be altered to reflect the change.

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4.0 Forms

- CA 0069 Teachers Resource order form v1

5.0 References

[ELICOS Standards 2018](#)

[National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#)

Version history

Date	Version	Author	Status	Reviewers
28/1/2023	V1	JKB	WIP	