

ELICOS COMPLIANCE WITH STANDARDS POLICY

Introduction

The Kings Own International College (AUSTRALIAN A) is committed to delivering high-quality English Language Intensive Courses for Overseas Students (ELICOS) in full compliance with the legislative and regulatory frameworks that govern international education in Australia. This includes full adherence to 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 (National Code 2018).

The ELICOS Standards 2018 outline specific quality requirements for the delivery of English language instruction to overseas students and apply in addition to broader regulatory obligations under the ESOS framework.

Compliance with these Standards ensures KOIC:

- Provides an effective, structured student-centred learning environment for English language acquisition.
- Protects the interests and welfare of overseas students.
- Maintains academic integrity, operational transparency and continuous improvement across all aspects of ELICOS delivery.

Purpose

This policy outlines how KOIC's framework for ensuring compliance with the ELICOS Standards 2018 supports quality assurance and continuous improvement and demonstrates KOIC's commitment to delivering high-quality English language education to overseas students.

Scope

This policy applies to all ELICOS courses offered by KOIC and all KOIC ELICOS staff, students, contractors and relevant stakeholders.

Policy Statement

KOIC commits to full compliance with ELICOS Standards 2018, which is achieved through:

- Rigorous monitoring and evaluation of academic and operational practices.
- Clear assignment of roles and responsibilities to ensure accountability
- Annual review and continuous improvements of ELICOS policies, procedures, and educational outcomes.

Definitions

Continuous Improvement	Ongoing efforts to enhance policies, processes and practices to achieve better outcomes.
Monitoring and Review	Regular evaluation of practices to ensure compliance and effectiveness.
ELICOS Standards 2018	The quality assurance standards governing English language instruction for overseas students.
Monitoring and Review	Regular evaluation of practices to ensure compliance and effectiveness.
Quality Assurance	Systematic process to monitor, evaluate and improve the quality of services and operations.

Compliance Actions

Standard	Compliance Action
C1 – Course Applications	A structured learning experience conducted outside of the classroom.
P1 – Scheduled Contact Hours	The process of identifying and mitigating potential hazards associated with an excursion.
P2 – Needs of Younger Students	The legal obligation to ensure the safety and well-being of students while on excursions.
P3 – Teaching ELICOS	An in-class activity provided for students unable to attend an excursion.
P4 – Assessment	A structured learning experience conducted outside of the classroom.
P5 – Educational Resources	Sufficient, current, and diverse educational resources are available to support varied learning activities and outcomes.
P6 – Specialist Staff	All academic managers and teachers meet TESOL qualification requirements and participate in ongoing professional development.
P7 – Premises	KOIC premises are safe, fit for purpose, and designed to support effective learning and student wellbeing.
P8 - Business Management	KOIC maintains financial viability, risk management, continuous improvement systems, and ensures legal compliance across all ELICOS operations.

References

- ESOS Act 2000
- ELICOS Standards 2018
- ESOS National Code 2018
- NEAS Quality Assurance Framework

Related KOIC Policies and Procedures

- ELICOS Assessment Policy & Procedure
- ELICOS Language Proficiency Placement Test Policy & Procedure
- Complaints and Appeals Policy & Procedure
- Student Records Management Policy & Procedure

ELICOS Compliance with Standards Procedure

Governance and Management

KOIC maintains strong governance arrangements to ensure that all operations relating to the delivery of English Language Intensive Courses for Overseas Students (ELICOS) comply with the ELICOS Standards 2018. Strategic oversight of ELICOS compliance is provided by the Chief Executive Officer (CEO), with operational leadership and academic governance managed by the Director of Studies (ELICOS). The governance framework is underpinned by transparent reporting, evidence-based decision-making, and regular policy review cycles.

NEAS Standards

C1 – Course Applications

The Kings Own International College (KOIC) ensures that all ELICOS course applications submitted for CRICOS registration are developed in full compliance with the mandatory requirements set out in Standard C1 of the ELICOS

Standards 2018. These applications include comprehensive information on course purpose, structure, outcomes, assessment strategies, teacher qualifications, and delivery modes. Certification samples showing CRICOS course name, duration, and achievement levels are included. The Director of Studies (ELICOS) and Compliance Officer work jointly to verify that all course documents meet the expectations of the ESOS Agency and NEAS before submission.

Scheduled Course Contact Hours (Standard P1)

KOIC ensures all ELICOS programs meet the minimum requirement of 20 hours of face-to-face scheduled contact hours per week, as required by Standard P1. Course timetables are created and reviewed by the Director of Studies (ELICOS) to ensure compliance and effective pacing of learning. Scheduled hours are documented in student written agreements and communicated clearly during orientation. Attendance is monitored daily, and intervention strategies are triggered when a student's engagement falls below expectations.

Supporting Younger Students (Standard P2)

KOIC does not accept enrolments from students under the age of 18. As a result, the requirements outlined in Standard P2 of the ELICOS Standards 2018 relating to welfare, accommodation and support for younger students are not applicable to KOIC's operations. Compliance is maintained through strict adherence to KOIC's Student Admissions and Enrolment Policy and enrolment processes which are designed to verify student age prior to admission.

Teaching and Class Placement (Standard P3)

KOIC applies placement testing on arrival to ensure that students are placed in classes aligned with their English proficiency, learning goals, and course objectives. This process is supported by teacher observations and learner profiles. Teachers are expected to adapt lessons to meet the needs of diverse learners, and course content is customised where necessary. Teachers have access to relevant resources, are provided with time for planning, and participate in regular professional development sessions to remain current with TESOL methodologies. All teaching delivery is documented and reviewed through class observations and resource audits.

Assessment of Student Progress (Standard P4)

KOIC implements both formative and summative assessment strategies to measure student progress in alignment with course outcomes. Assessment tools are designed to be valid, reliable, fair, and flexible, with assessments conducted at regular intervals across all macro skills. Moderation and validation processes are in place to ensure consistency in teacher judgement. Where ELICOS courses provide direct entry to further study, the comparability of assessment outcomes with tertiary admission criteria is reviewed and documented. Students are issued with course completion documents including the CRICOS course name, dates, proficiency levels, and grading explanations. All students are informed of their right to appeal assessment decisions through KOIC's Complaints and Appeals Policy.

Educational Resources (Standard P5)

KOIC ensures that educational resources support a wide range of learning activities, skills development, and independent study. Resources include textbooks, multimedia, worksheets, online tools, and research support materials. These are evaluated annually to ensure alignment with course learning outcomes and updates in TESOL practice. Teachers are consulted during resource reviews and may request additional materials to support specific learning needs. Students also have access to individual study areas and online support platforms.

Specialist Staffing and Academic Leadership (Standard P6)

KOIC employs ELICOS teachers who meet the qualification and experience requirements set out in the ELICOS Standards. All teachers hold a degree and a TESOL qualification and either have relevant teaching experience or are

mentored by a senior teacher. The Director of Studies (ELICOS) provides academic leadership, curriculum oversight, and professional mentoring. All new staff undergo induction, and ongoing professional development is coordinated biannually. Staff qualifications are verified and documented in HR records, and teacher performance is reviewed through class observations and student feedback.

ELICOS Premises and Learning Environment (Standard P7)

KOIC maintains purpose-built ELICOS teaching and learning spaces that comply with WHS legislation and support effective English language learning. Classrooms are spacious, well-lit, and equipped with whiteboards, audio-visual technology, and relevant teaching materials. Additional areas are designated for student recreation, study, and confidential support. Routine checks are conducted to ensure the premises remain safe and conducive to learning. Staff and students are trained in emergency procedures, and facility improvement plans are documented and monitored.

Business Management and Operational Integrity (Standard P8)

KOIC's ELICOS operations are supported by effective business systems that ensure financial viability, legal compliance, and organisational responsiveness. The Compliance Officer oversees data integrity, records management, and compliance monitoring. The finance team conducts annual audits to meet ESOS and NEAS financial viability requirements. Risk assessments are conducted regularly and reviewed during management meetings. KOIC maintains public liability insurance and ensures all operations align with Commonwealth and state regulatory obligations.

Roles and Responsibilities

Role	Responsibility
CEO	Oversee institutional compliance with all legislative and regulatory obligations. Authorise policy updates and ensure adequate resourcing.
Compliance Officer	Coordinates internal audits, maintains the continuous improvement register, ensures reporting obligations to ASQA are met, and oversees risk assessments.
Director of Studies (DoS) ELICOS	Provides academic leadership, ensures delivery and assessment align with ELICOS Standards, oversees curriculum planning, teacher supervision, moderation and student progress monitoring.
ELICOS Teachers	Deliver instruction in accordance with course outcomes and timetables, apply assessment process fairly, maintain records, and participate in moderation, validation and professional development.
Student Services Officer (SSO)	Supports student wellbeing and academic progression, maintains accurate student records and assists with student orientation.

Monitoring and Review

KOIC conducts regular audits of ELICOS operations and delivery against the ELICOS Standards 2018. Findings from audits, stakeholder feedback, student evaluations, and staff consultation are recorded in the Continuous Improvement Register. The Quality Management Team meets each quarter to review ELICOS operations, address non-compliance, and recommend actions for improvement. Policies and procedures are reviewed annually or as needed to reflect legislative and regulatory updates.

Version Control

Version	Date	Description	Approved by	Approval date	Author	Review date
V1.0	30 Apr 2025	New policy for KOIC			Director of Studies (DoS) ELICOS	Apr 2026
V1.1	Apr 2026	Re-brand of policy to KOIC. No changes made to policy content.	CEO	Apr 2026	Compliance Officer	Apr 2028

Policy and Document Information

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