

General terms and conditions of the ELCL Deutschland GmbH and their Partners for Membership of the ELCL Quality Alliance



Preamble

Any educational institution of which language acquirement is an objective, can apply for acceptance to the ELCL Quality Alliance. A prerequisite is orientation to educational standards which adhere to the Common European Framework of Reference for Languages (CEFR). Such a language acquirement service considers the promotion of the individual as the focal point and has the task of promoting their communicative, intercultural and methodical competences in the best possible way, so that the European aims of lifelong learning and multilingualism are ensured.

Registration

Application for Membership to the ELCL Quality Alliance is only possible in written form. Please use the ELCL Application Form (download) to apply. On receipt of the Application Form your educational institution will receive a conditional approval of Membership which explains contract requirements. Along with the conditional approval, a registration invoice will be enclosed. A six-month approval procedure (maximum duration) the objective being a quality examination, will commence from this date onwards.

- The registration fee is Euro 500 + VAT.

Quality Examination

The following documents should be submitted:

- Checklist for language programme providers (will be sent)
- Two language course programmes (curricula)
- Language placement test (s)
- Advertising material (information brochures/flyers, etc.)
- Sample master copy or copies
- Learners contract
- Evidence (e.g. feedback sheets) of learner satisfaction
- Evidence of satisfaction with school structural elements (clients, parents, examining boards, etc.)

All documents must be submitted as required without exception. The ELCL Deutschland or their Partners reserve the right to implement spot-check examinations on-site to ensure Quality approaches are fulfilled - even during the time of Membership. Acceptance to the ELCL Quality Alliance is successful when 80% of the requirements on all Quality sectors have been fulfilled.

Should it become evident on evaluation that essential requirements have not been fulfilled, the possibility of amendment exists. A timeframe of 2 months is earmarked for this purpose. If, however, evidence of non-fulfilment of the requirements within this amendment timeframe are ascertained, approval is denied. A further application can be made one year after notice of refusal at the earliest. The date of notice is applicable in this case.

Appeals

Legal claims for acceptance to the ELCL Quality Alliance do not exist. An appeal can be submitted against the result of the evaluation. A written statement of reasons on the part of the educational organisation is essential to start appeal proceedings. In the initial step the educational organisation receives an explanatory statement.

Should an agreement not be effected, the option exists for on-site clarification at the educational organisation. If the results of this appraisal differ from the results of the former appraisal, the costs incurred will be borne by ELCL Deutschland GmbH or their Partners; if the results of this appraisal arrive at the same conclusion as the results of the first appraisal, the educational organisation must bear the costs incurred.

Membership

Membership is valid for a period of four years. An extension is dependent on the results of a reaudit.

Language programme providers commit themselves to certification of approval in the first year of membership for all engaged language programme teachers through the ELCL Deutschland GmbH or their partners. The objective is professionalism, an essential prerequisite for good lessons. The certification of teachers from member schools is free of charge. For further details on required documents please view:

www.Qualitytrain.eu

Benefits

- Quality certification of the organisation/department and language teachers.
- Enclosed literature on the topic of Quality of Language Programme providers.
- The right to use the ELCL Certificate.
- The right to use ELCL logos.

Membership fees

The annual Membership fee is oriented to the size of the educational institution.

Private educational institutions ...

- with up to 3 permanent employees € 380 plus VAT.

- with up to 8 permanent employees € 500 plus VAT.
- with up to 20 permanent employees € 750 plus VAT.
- with up to 50 permanent employees € 900 plus VAT.
- with up to 100 permanent employees €1400 plus VAT.
- with over 150 permanent employees € 2600 plus VAT.

State-owned educational organisations ...

- Information on request.

Withdrawal of Membership

Withdrawal of membership is possible 4 weeks after the date of the Conditional Membership Certificate. There is no reimbursement of the one-off registration fee.

Data privacy

Documents which have been submitted to ELCL Deutschland GmbH or their Partners are bound by data protection clauses and will not be conveyed to third parties.