

ELCL Application of Membership Approval

The ELCL Quality Alliance Membership Approval requires supportive evidence of quality measures. The application process and required evidence can be viewed in the ELCL Quality Guidelines.

Documentation (questionnaires and evidence) must be sent to your respective National Representative.

Applicant

Firm

Address

Code/Place

Internet address

Official Representative

Name, First name

Email

Contact Person

Name, First name

Position

Address

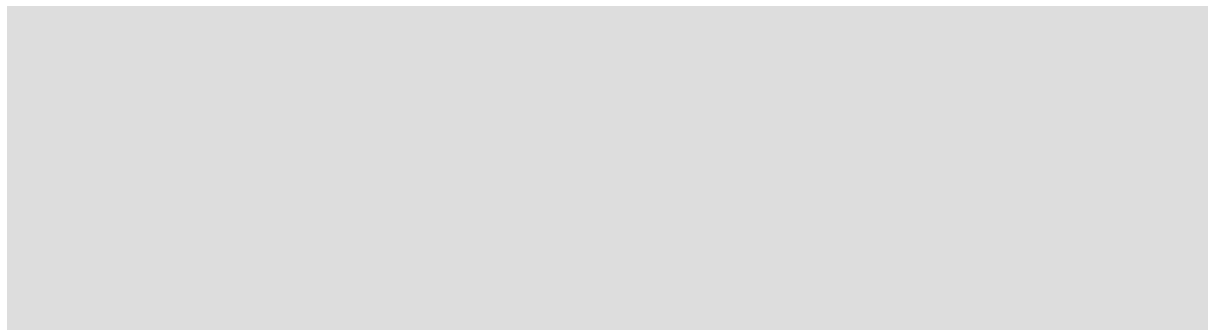
Code/Place

Telephone/Fax

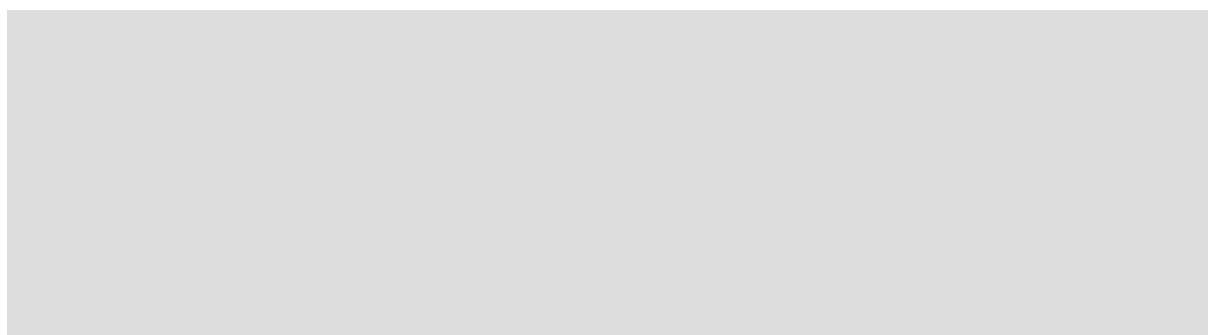
Email

Details of experience in the delivery of language courses

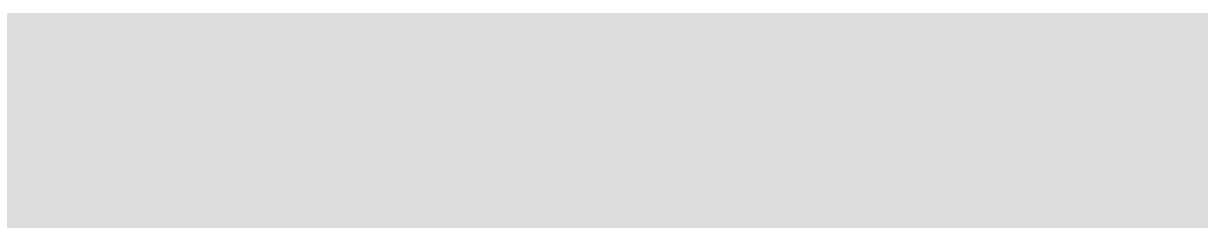
Short profile



Language Course Programme(Example(s): title with direct contact hours)



Referees



No. of language courses in previous year

No. of language learners in previous year

No. of employees

No. of freelance employees

Working in language instruction since: :

Quality Management

Approved certification of Quality Management available. (See attachment for Certificate)

Quality Management is implemented in-house. (See attachment for quality Concept)

The establishment is subject to state school/university terms and conditions. (See attachment for Certificate/Approval)

The Common European Framework of Reference (CEF) for languages and Guidelines

We already implement the CEF References and have already documented these in the Q: M. Handbook. (See attachment for supportive evidence)

We have initiated the CEF Reference in our concept, however, they are still to be integrated in our Q. M. system. (See attachment for concept of integration)

We have not yet implemented the CEF, but intend to implement the References with the start of Membership. (See attachment for concept)

Our objectives on language teaching correspond with company policy and the objectives of the CEF. (See attachment for supportive evidence)

Our objectives are transferable to our language teaching. (See attachment for supportive evidence)

Data Protection

Conditions of the obligation to observe confidentiality are adhered to. (See attachment for supportive evidence)

Declaration by contact person

I, the undersigned, hereby declare that the particulars/details and supportive evidence is true and complete.

The undersigned is aware that any false or incomplete particulars could result in the cancellation of Membership.


Date, Place

Signature/Stamp

Examiner

This page must be completed by the respective examiner engaged by the educational institution which intends to award ELCL Certificates as a Member.

Name, First name

Address

Code/Place

Email

Professional Qualifications/Additional Qualifications

Teaching experience

Status:
(e.g. employee)

Nationality:

I implement the Common European Framework of Reference for Languages:
Learning, Teaching, Assessment in my lessons.

Date, Place

Signature

Venue of Course

Please complete if Membership is required for more than one branch.

Firm/School

Address

Code/Place

Contact person at branch

Name, First name

Position

Address

Code/Place

Telephone/Fax

Email

Course programme at branch (e.g. title with direct contact hours)

(List programmes which differ from programmes offered at central body only)

Attachment Checklist

A list of possible evidence in support of the ELCL Quality Guidelines is given below. Educational institutions who submit approved quality management certificates, please ignore this attachment.

| Area of Quality | Processed | Evidence attached |
|------------------------|------------------|--------------------------|
|------------------------|------------------|--------------------------|

Personnel

Executive Management
Aims
Qualification of personnel
Information/Communication

Teaching personnel

Scheduling
Remuneration
Further training
Teaching approval
Teaching experience
Evaluation

Lessons

Information & guidance
Participant orientation
Classrooms
Teaching resources
Teaching aims

Assessments

Test format
Activity-oriented
Target groups
Transparency of assessment
Documentation

Client orientation

Informative material
Interview and consultancy
Placement test
Trial lesson
Contract
Complaints & suggestions

Evaluation

Objective
Implementation
Instruments
Internal exchange of information