13. Academic Compliance

ELI Schools
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13. Academic Compliance

Introduction

Academic compliance refers to the specific requirements that English language schools must meet to ensure international learners, particularly non-EEA visa students, fulfil their obligations under Irish immigration law while maintaining academic integrity, quality standards, and regulatory compliance. This section establishes ELI Schools' policies and procedures for managing all compliance areas that directly impact visa students enrolled on programmes listed on the Interim List of Eligible Programmes (ILEP).

Academic compliance at ELI Schools encompasses five interconnected areas:

1. **Class Size, Attendance Tracking and Monitoring:** Ensuring appropriate class sizes are maintained in accordance with the Code of Practice and that all visa students maintain the minimum 85% attendance requirement mandated by immigration authorities while providing appropriate support and fair processes for addressing attendance issues.
2. **Holiday and Sick Leave:** Managing student absences in accordance with immigration regulations while balancing student welfare needs and maintaining programme integrity.
3. **End of Course Examination Entry:** Ensuring that all eligible students complete an externally authenticated examination at the conclusion of their programme, as required by immigration regulations.
4. **Teacher and Academic Management Qualifications:** Ensuring all teaching and academic management staff meet the minimum qualification requirements specified in the Code of Practice for Provision of Programmes of English Language Education to International Learners.
5. **Mandatory Reporting of Academic Compliance Data:** Ensuring accurate weekly reporting of all non-EEA student data to designated government bodies in compliance with immigration and education regulations.

These compliance requirements serve multiple purposes:

- **Immigration Compliance:** Meeting obligations to the Irish Naturalisation and Immigration Service (INIS) and the Garda National Immigration Bureau (GNIB)
- **Quality Assurance:** Meeting requirements of Quality and Qualifications Ireland (QQI) and the Code of Practice
- **Student Protection:** Ensuring students understand and meet their visa conditions
- **Academic Integrity:** Maintaining standards while accommodating legitimate student needs
- **Transparency and Accountability:** Providing systematic processes that are fair, transparent, and consistently applied

ELI Schools recognizes that compliance requirements must be balanced with student welfare, pastoral care, and academic quality. Our policies and procedures aim to support students in meeting their obligations while providing appropriate flexibility for genuine circumstances and maintaining the highest standards of educational provision.

13.1 Policy on Class Size, Attendance Tracking and Monitoring

QA Area(s)	• Academic Compliance • Programmes of Education and Training • Supports for Learners		
Applies to	☑ Staff only	☑ Learners only	☑ Staff and learners
Policy Owner	Academic Manager		

Purpose

This policy establishes ELI Schools' framework for maintaining appropriate class sizes in accordance with the Code of Practice and for recording, monitoring, and managing learner attendance in compliance with Irish immigration requirements while supporting successful learning outcomes.

Scope

This policy applies to all learners enrolled on English language programmes at ELI Schools across all locations (Dublin and Drogheda). It encompasses:

- Maximum class size requirements for different programme types
- Attendance recording and monitoring for both EEA and non-EEA students
- Specific additional requirements for non-EEA visa holders as mandated by Irish immigration law
- Class registers accuracy and management

Policy Statement

Dual Commitment: Quality Learning Environments and Immigration Compliance

ELI Schools is committed to maintaining class sizes that promote effective language learning while complying with requirements specified in the Code of Practice for Provision of Programmes of English Language Education to International Learners. We also recognize that regular attendance and punctuality are fundamental to successful language learning and are mandatory requirements for visa students.

Part A: Class Size Requirements

Maximum Class Sizes:

ELI Schools adheres to the following maximum class sizes as specified in the Code of Practice:

Adult International Classes:

- Maximum **15 students** per class
- This applies to all open enrolment classes with adult international students
- Includes General English, Exam Preparation, Business English, and all other adult programmes

Closed Groups:

- Maximum **18 students** per class
- This applies to pre-formed groups (e.g., school groups, university groups, corporate groups)
- Group must be closed (no individual enrolment students added)
- Group members must all be from the same organization/institution

Junior Programmes (under 18):

- Maximum **15 students** per class
- This applies to all programmes for learners under 18 years of age
- Smaller ratios may apply for younger learners or specific activities

Responsibility for Class Size Compliance:

Academic Manager:

- Ensures timetabling and class allocation never exceeds maximum class sizes
- Monitors class sizes daily
- Takes immediate action if maximum approached or exceeded
- Creates additional classes when enrolment requires
- Reports class size compliance to Academic Committee

Teachers:

- Count students present in class at start of each session
- Verify count matches Class Register
- Immediately report to Academic Manager if class size exceeds maximum
- Never teach classes exceeding maximum capacity

Part B: Attendance Tracking and Monitoring

Attendance as Essential to Learning:

Regular class attendance is strongly correlated with:

- Language skill development and progression
- Achievement of learning outcomes
- Successful completion of programmes
- Positive learning experiences
- Integration into the learning community
- ELI Schools expects all learners to attend all scheduled classes and to arrive punctually. This expectation applies equally to morning and afternoon sessions, and to all components of the programme.

Mandatory Minimum Attendance Standard for Visa Students:

- Non-EEA visa students enrolled on Academic Year programmes must maintain a minimum attendance rate of **85%** throughout their programme. This requirement is non-negotiable and is mandated by Irish immigration law.

Teacher Responsibility for Register Accuracy:

Each teacher is responsible for:

- Verifying at the start of each class that the students present match the names on the Class Register
- Immediately notifying Academic Manager if:
- A student present is not on the register
- The register shows more than the maximum number of students
- There are discrepancies between register and physical class
- Not allowing unregistered students to remain in class (except with Academic Manager approval for trials or temporary placement)
- Accurately recording attendance for all registered students

Academic Manager Responsibility for Register Accuracy:

The Academic Manager is responsible for:

- Providing updated Class Registers to teachers weekly (every Monday)
- Ensuring all enrolment changes are reflected on registers immediately
- Ensuring no class register ever shows more than maximum students

13.2 Procedure for Class Size, Attendance Tracking and Monitoring

QA Area(s)	• Academic Compliance • Programmes of Education and Training		
Applies to	☑ Staff only	☑ Learners only	☑ Staff and learners
Policy Owner	Policy on Class Size, Attendance Tracking and Monitoring		

Purpose

This procedure outlines the operational steps for managing class sizes in compliance with the Code of Practice and for recording, monitoring, and managing student attendance at ELI Schools in compliance with immigration requirements and internal quality standards.

Procedure

PART A: Class Size Management

Timetabling and Class List Creation	• The Academic Manager uses Orion School Management system to report on arriving and departing students and their levels • The Academic Manager will analyse arriving student levels and ensure appropriate places are available for them • The Director of Studies will notify the Academic Manager of any current students that will change levels in the following week • ELI uses a system of level testing prior to arrival and course start so accurate student levels are known at the time of class timetabling • The Director of Studies is responsible for assigning an entry level to all new student prior to the start of class. • The Academic Manager will create Class Lists and Class Registers on Friday to be ready for the following Monday. • The Academic Manager will ensure no class exceeds the maximum size allowed prior to publishing class lists and registers • Class Registers are printed and shared with Teachers to record attendance and to assist in monitoring class size and accuracy
Creating Additional Classes:	• The Academic Manager will work closely with the Director of Studies to determine whether arriving student levels require new classes to be created or existing classes to be merged. • The Director of Studies will ensure appropriate teaching staff are available for all newly created classes.
Class Size Monitoring	• Teachers are required to notify the Academic Manager if any student that is not on the Class Register arrives for class and if the Class Size is as listed on the Class Register. • If the Teacher has more students in class than listed on the Class Register, they must notify the Academic Manager at the earliest opportunity. • ELI Schools publishes Class Lists on a public noticeboard in school so students can see which class they have been assigned to.
Class Register Signature	• Teachers are required to sign their class register and the attendance data recorded daily and at the end of the week.
Class Register format includes:	• Class name/level • Day and date • Teacher name • Room number • List of student names (alphabetically) • Columns for attendance marking (AM and PM or two sessions) • Space for teacher notes

PART B: Attendance Recording

Daily Attendance Recording

- Teachers receive a new Class Register list and attendance register every Monday morning from the Academic Manager or designated administrative staff.
- The register should contain all names of students who should be attending the class. If a teacher has a student present in class who is not listed, they notify the Academic Manager at the earliest opportunity.
- Students are expected to arrive to class and return from break on time and only depart the class at the end of the scheduled time.

Attendance Marking Times:

Teachers record attendance **twice per teaching session**:

First marking: 15 minutes after scheduled class start time

- Teacher waits 15 minutes after scheduled start time
- Marks attendance at that point
- Any student who has not arrived by 15 minutes after start time is marked **absent** for that period

Second marking: 15 minutes after scheduled break end time

- Teacher waits 15 minutes after break is scheduled to end
- Marks attendance at that point

Any student who has not returned from break by 15 minutes after break end time is marked **absent** for that period

Persistent Lateness:

Students who are persistently late for class may be marked as absent for the first period until punctuality improves. This decision is made by the Academic Manager in consultation with the teacher.

Daily Submission:

Teachers hand in the completed Class Register at the end of each teaching day:

- Place in designated location (Academic Manager's office or administrative office) OR hand directly to Academic Manager or administrative staff
- Registers must be submitted same day (not left overnight or accumulated

Data Entry:

Administrative staff enter attendance data into the School Management System:

- Daily entry (end of each day or first thing next morning)
- Accurately transcribe attendance from paper registers to system
- Verify data entry accuracy
- Flag any unusual patterns to Academic Manager

Four-Week Monitoring Cycle

- Every four weeks, the Academic Manager runs attendance reports from the School Management System to identify students whose attendance rates require attention.
- Report date: Every 4 weeks on Monday
- The Academic Manager reviews the reports and identifies:

PART C: Attendance Monitoring

Academic Year Contract	• All non-EEA students are required to sign an Academic Year Contract at the start of their program. This contract notifies and reminds them of the rules about Attendance, Holidays and Sick Leave and provides them with the Tuition and Holiday Plan with dates for any school holidays.
Four-Week Monitoring Cycle	• Every four weeks, the Academic Manager runs attendance reports from the School Management System to identify students whose attendance rates require attention.
Six-Week First Formal Warning	• For students who have completed six weeks and whose attendance is below 85%. The Academic Manager issues the **First Formal Warning**
First Formal Written Warning letter	The Academic Manager prepares a **First Formal Written Warning Email** including: • Student's full name and student ID • Current attendance percentage • Explanation that this is escalating toward expulsion • Consequences of further poor attendance • Statement that this warning will be reported to INIS
Second Formal Warning	• One calendar month after First Formal Warning issued, Academic Manager reviews student's attendance record. • If the student has failed to achieve 85% attendance or has **not improved their attendance percentage above the previous recorded warning, the** Academic Manager issues **Second Formal Written Warning** • Second Formal Warning letter includes: • Student's full name and student ID • Current attendance percentage • Explanation that this is escalating toward expulsion • Consequences of further poor attendance • Statement that this warning will be reported to INIS
Third and Final Warning	• One calendar month after Second Formal Warning issued, Academic Manager reviews student's attendance record. • If the student has **failed to achieve 85% attendance** or has **not improved their attendance percentage above the previous recorded warning, the** Academic Manager issues the **Third and Final Warning** Third and Final Warning letter includes: • Student's full name and student ID • Current attendance percentage • Explanation that this is escalating toward expulsion • Consequences of further poor attendance • Statement that this warning will be reported to INIS
Expulsion for Non-Attendance	• One calendar month after Third and Final Warning issued, Academic Manager reviews student's attendance record. • If the student has **failed to achieve 85% attendance** or has **not improved their attendance percentage above the previous recorded warning, the** Academic Manager issues the **Expulsion Notice** Third and Final Warning letter includes: • Current attendance percentage • Notice of expulsion and the INIS will be informed • Notice of 5 days Right to Appeal process and instructions to appeal
Appeal Process	• Student has **5 calendar days** from date of Expulsion Notice to submit written appeal to Academic Manager.

PART C: Attendance Reporting

Weekly reporting to INIS/ILEP	• The Academic Manager prepares a weekly report to be submitted to INIS and ILEP. • The Senior Academic Manager is responsible for reviewing the weekly report prior to submission. •
The Report Includes:	• All students currently enrolled at ELI Schools • All students who have received First, Second, or Third Formal Warnings • Students who have been expelled • Students who have changed visa or departed early • Current attendance status of all visa required students
Record Keeping	• All attendance records are maintained securely in compliance with GDPR requirements for minimum of **seven years**. **Paper Records:** • Daily Class Registers (original signed copies) • Stored chronologically in secure filing cabinet • Retained for 7 years **Electronic Records:** • Attendance data in School Management System • Attendance reports generated for monitoring • Warning letters (copies) and Expulsion notices (copies) • Appeal submissions and decisions • Immigration reporting documentation • Stored on secure server with restricted access • Backed up regularly

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Date Approved	March 2026
Approved by	Academic Committee

Related legislation, regulation or guidelines:

- Immigration Act 2004 (as amended)
- Irish Naturalisation and Immigration Service (INIS) requirements for student visa holders
- Code of Practice for Provision of Programmes of English Language Education to International Learners
- Core Statutory Quality Assurance Guidelines 2016 (QQI)
- Sector Specific (Independent/Private) Statutory Quality Assurance Guidelines 2016 (QQI)
- Data Protection Act 2018 and GDPR

13.3 Policy for Holiday and Sick Leave

QA Area(s)	• Academic Compliance • Programmes of Education and Training • Supports for Learners		
Applies to	☑ Staff only	☐ Learners only	☑ Staff and learners
Policy Owner	Academic Manager		

Purpose

This policy establishes ELI Schools' framework for managing student holidays and sick leave in compliance with Irish immigration requirements while balancing student welfare needs and maintaining programme integrity.

Scope

This policy applies to all non-EEA visa students enrolled on programmes listed on the Interim List of Eligible Programmes (ILEP), specifically those enrolled on Academic Year English programmes at ELI Schools.

While focused on visa students with specific immigration requirements, ELI Schools encourages all students to plan absences carefully to minimize disruption to their learning.

Policy Statement

Holiday Entitlements:

All non-EEA students enrolled on Academic Year English programmes are entitled to scheduled holidays as part of their programme structure. The ratio of tuition to holiday time complies with Irish immigration regulations, which require that holiday periods do not exceed one-third (1/3) of the tuition time completed.

Pre-Arrival Information:

Students receive comprehensive information about their Tuition & Holiday Plan before arrival, including:

- Programme start and end dates
- Scheduled teaching weeks
- School closure periods (including Christmas holidays)
- Holiday entitlements and restrictions
- Process for requesting additional holidays
- This information is provided on:
- Student invoices and confirmation letters
- Pre-arrival communications
- Academic Year (AY) Contract signed during first week

Holiday Request Requirements:

Students wishing to take holidays must comply with the following requirements:

- **Minimum Programme Completion:** Students must complete at least **6 weeks** of their programme before taking their first holiday
- **Minimum Holiday Duration:** All holidays must be for a minimum of **2 consecutive weeks**
- **Maximum Holiday Allowance:** Holiday periods granted cannot exceed **1/3 of the tuition period elapsed Example Calculation:**
- After 12 weeks of tuition, a student may take up to 4 weeks of holiday
- After 18 weeks of tuition, a student may take up to 6 weeks of holiday
- **Advance Notice:** Holiday requests should be submitted at least 2 weeks before the proposed start date

Christmas Holiday Exception:

The Christmas school closure period is an **exception** to standard holiday rules:

- All students receive this holiday regardless of programme stage
- Students are not required to have completed 6 weeks
- This period does not count against the 1/3 ratio calculation
- Christmas closure dates are communicated at enrolment

Sick Leave Policy:

ELI Schools recognizes that students may occasionally be too ill to attend classes and has established clear procedures to manage sick leave fairly while maintaining immigration compliance.

Sick Leave Requirements:

- **Immediate Notification:** Students must notify the Academic Manager by email as soon as possible on the first day of absence
- **Medical Certification:** Students must provide a medical certificate (doctor's note) to certify all sick leave
- **Documentation Deadline:** Medical certificates must be submitted within 5 working days of return to classes
- **Impact on Attendance:**
- **Certified Sick Leave** (with valid medical certificate): Does not negatively affect attendance rate; recorded separately for immigration reporting
- **Uncertified Sick Leave** (without medical certificate): Counts as regular absence and negatively affects attendance rate

Extended Sick Leave:	• For sick leave exceeding 2 consecutive weeks, the Academic Manager: • Maintains regular contact with the student • Requests updated medical documentation • Assesses whether programme continuation is feasible • Considers options for deferral or withdrawal if appropriate • Ensures student welfare support is provided
Emergency and Unscheduled Breaks:	ELI Schools recognizes that exceptional circumstances may require students to take unscheduled breaks that do not comply with standard holiday rules. These circumstances may include: • Serious personal illness requiring extended recovery • Serious illness or death of close family member • Family emergencies requiring return to home country • Other extraordinary circumstances beyond student control
Discretionary Approval:	The Academic Manager has discretion to approve emergency breaks that deviate from standard policy, considering: • Nature and severity of circumstances • Supporting documentation provided • Student's academic history • Immigration implications • Compassionate and humanitarian factors Emergency break decisions are made on a **case-by-case basis**, balancing student welfare with programme integrity and immigration compliance.

Immigration Reporting:	All approved holidays, extended sick leave, and emergency breaks affecting non-EEA visa students are reported to the Irish Naturalisation and Immigration Service (INIS) and Garda National Immigration Bureau (GNIB) as required by immigration regulations.
Student Responsibilities:	Students are responsible for: • Understanding and complying with holiday and sick leave policies • Planning holidays within policy parameters and with adequate notice • Notifying the school promptly of illness • Providing valid medical documentation for sick leave • Considering the impact of absences on attendance and programme completion • Maintaining communication during extended absences
Fair and Consistent Application:	All holiday and sick leave policies are applied: • Consistently across all students • With compassion and understanding • With respect for individual circumstances • In compliance with immigration requirements • With appropriate documentation and record-keeping • With attention to student welfare

Data Protection and Confidentiality:

All holiday and sick leave records are maintained securely in compliance with GDPR and Data Protection Act 2018, with access restricted to authorized personnel and immigration authorities as required by law.

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Approved by	Academic Committee

Related legislation, regulation or guidelines:

- Immigration Act 2004 (as amended)
- Irish Naturalisation and Immigration Service (INIS) student visa requirements
- Interim List of Eligible Programmes (ILEP) requirements
- Code of Practice for Provision of Programmes of English Language Education to International Learners
- Core Statutory Quality Assurance Guidelines 2016 (QQI)
- Sector Specific (Independent/Private) Statutory Quality Assurance Guidelines 2016 (QQI)
- Data Protection Act 2018 and GDPR

13.4 Procedure for Holiday and Sick Leave

QA Area(s)	• Academic Compliance • Programmes of Education and Training		
Applies to	☑ Staff only	☐ Learners only	☑ Staff and learners
Policy Owner	Policy for Holiday and Sick Leave		

Purpose

This procedure outlines the step-by-step process for processing holiday requests, managing sick leave, and handling emergency breaks for non-EEA visa students at ELI Schools.

Procedure

Pre-Enrolment: Providing Holiday Information	When a non-EEA student books onto an Academic Year English programme, administrative staff prepare a Tuition & Holiday Plan showing: • Programme start and end dates • Scheduled teaching weeks • School closure dates (including Christmas holidays) • Available holiday periods within the programme structure • Total weeks of tuition and total weeks of holiday entitlement
Confirming Holiday Arrangements	During the first week of their programme, all Academic Year students receive: • A copy of the Tuition & Holiday Plan • An Academic Year (AY) Contract detailing holiday entitlements and conditions • An explanation of holiday policies and procedures • Information on how to request additional or modified holidays
Induction:	The Academic Manager or Student Services Officer reviews the holiday policy with new students, ensuring they understand: • Minimum attendance requirements (85%) • Holiday eligibility criteria (must complete 6 weeks before first holiday) • Minimum holiday duration (2 consecutive weeks) • Maximum holiday allowance (1/3 of tuition period elapsed) • Scheduled school closures • Process for requesting unscheduled holidays
Standard Holiday Requests	Students wishing to take holidays beyond the scheduled plan must submit a Holiday Request to the Academic Manager at least **2 weeks in advance** of the proposed holiday start date. Holiday Requests should be submitted via email and must include: • Proposed holiday start date • Proposed holiday end date • Duration (minimum 2 consecutive weeks) • Reason for the holiday request
If the Holiday Request is **approved**	The Academic Manager: • Sends written confirmation to the student via email • Updates the student's Tuition & Holiday Plan • Records the approved holiday in the School Management System • Notifies relevant teaching staff of the student's absence period
If the Holiday Request is **denied**	The Academic Manager: • Sends written explanation to the student via email • Clearly states the reason(s) for denial • Provides guidance on when the student might be eligible for future holidays
Sick Leave Notification	Students who are unable to attend classes due to illness must notify the Academic Manager **as soon as possible** on the first day of absence.

- Notification of sick leave must be sent via **email** to maintain a documented chain of correspondence.
- The sick leave notification should include:
  - Student's full name and student ID number
  - Date(s) of absence
  - Brief description of illness/condition
  - Expected duration of absence (if known)
  - Confirmation that medical documentation will be provided

The Academic Manager acknowledges receipt of sick leave notifications within **24 hours** via email.

Medical Certification for Sick Leave

Students must provide a **medical certificate** (doctor's note) to certify all sick leave absences.

Medical certificates must:

- Be from a registered medical practitioner
- Include the doctor's name, practice name, and contact information
- State the date(s) the student was unfit to attend classes
- Be on official letterhead or prescription paper

Be submitted in English or with certified translation

- ➢ Medical certificates must be submitted to the Academic Manager via email within **5 working days** of the student's return to classes.
- ➢ For extended sick leave (more than 5 consecutive days), students should provide medical certificates at regular intervals as requested by the Academic Manager.

Recording and Impact of Sick Leave

The Academic Manager reviews all sick leave documentation and categorizes absences as either:

- **Certified Sick Leave:** Absence supported by valid medical certificate
- **Uncertified Sick Leave:** Absence without medical documentation

Certified Sick Leave:

- Does not negatively affect the student's attendance rate
- Is recorded separately in the School Management System
- Is noted in the student's academic record
- Does not count toward the 85% attendance requirement calculation
- May be reported to INIS/ILEP as appropriate

Uncertified Sick Leave:

- Is recorded as regular absence
- Negatively affects the student's attendance rate
- Counts toward the 85% attendance requirement
- May trigger attendance warnings if attendance falls below threshold
- Is reported to INIS/ILEP as absence

Unscheduled or Emergency Breaks

In exceptional circumstances, students may need to take an unscheduled break from their studies for reasons including:

- Serious personal illness requiring extended recovery
- Serious illness or death of a close family member

The Academic Manager has **discretion** to:

- Approve emergency breaks that do not comply with the holiday policy
- Waive the 6-week completion requirement
- Allow breaks shorter than 2 weeks or longer than the 1/3 ratio

Return from Holiday or Sick Leave

Before returning from scheduled holiday, students receive:

- Confirmation of return date
- Updated class schedule if applicable

13.5 Policy for End of Course Examination Entry

QA Area(s)	• Academic Compliance • Assessment of Learners • Programmes of Education and Training		
Applies to	☑ Staff only	☐ Learners only	☑ Staff and learners
Policy Owner	Academic Manager		

Purpose

This policy establishes ELI Schools' framework for ensuring all eligible non-EEA visa students complete an externally authenticated examination at the conclusion of their programme, as required by Irish immigration regulations.

Scope

This policy applies to all non-EEA students studying on programmes of 25 weeks or more duration that appear on the Interim List of Eligible Programmes (ILEP), specifically Academic Year English programmes at ELI Schools.

Policy Statement

Mandatory External Examination Requirement:

All non-EEA visa students enrolled on Academic Year English programmes must complete an **external examination** at the end of their programme as a condition of their immigration permission. This requirement is mandated by the Irish Department of Justice and Equality Irish Naturalisation and Immigration Service (INIS).

Purpose of External Examination:

The end-of-course external examination serves multiple purposes:

- Verifies that students have engaged genuinely with their English language studies
- Provides objective assessment of language proficiency gains
- Demonstrates compliance with visa conditions
- Supports students' onward progression to further study or employment
- Maintains the integrity of Ireland's international education system

External Administration and Authentication:

While ELI Schools administers end-of-programme exit examinations for all non-EEA students:

- All examinations are **conducted by external examiners** approved by INIS
- All grades are **authenticated by approved external examiners**
- ELI Schools does not grade or authenticate these examinations

Examination Registration Fee:

All non-EEA students enrolled on Academic Year English programmes pay an **Examination Registration Fee** of minimum **€150**. This fee:

- Covers the cost of external examination administration and authentication
- Is automatically added to the student's invoice at enrolment
- Must be paid in full in advance together with tuition fees

Pre-Arrival Level Assessment:

Prior to arrival, all Academic Year students are asked to complete an **online level test**. Combined with an in-person speaking test and needs analysis on arrival, this assessment:

- Determines the student's entry level for the programme
- Informs appropriate class placement
- Establishes a baseline for measuring progress
- Helps guide selection of the most suitable exit examination

Examination Selection and Agreement:	The Academic Manager, in consultation with teaching staff, advises each student on the **most appropriate external exit examination** based on: • Student's entry level and rate of progression • Student's academic or professional goals • Target CEFR level at programme completion
Academic Year Contract	• Student's entry level • Target exit level • Specific examination chosen • Understanding of examination requirements • Acknowledgment of immigration reporting obligations • This signed agreement is: • Kept on file at ELI Schools
Examination Registration:	The Academic Manager is responsible for: • Registering students for their agreed exit examinations • Paying examination fees on behalf of students • Communicating examination dates and locations • Ensuring students receive all necessary examination information
Progress Review and Examination Level Adjustment:	A minimum of **8 weeks prior** to the scheduled examination date, students receive a **progress review** from their teacher and Academic Manager. This review assesses: • Rate of progression through CEFR levels • Current language proficiency • Likelihood of achieving target exit level • Whether examination level adjustment is appropriate
Examination Results Recording and Reporting:	The result of each student's external exit examination is: • Recorded on the student's individual file • Entered on a separate External Examination Results Register maintained by the Academic Department • Securely stored in compliance with GDPR
Student Support and Preparation:	ELI Schools supports students in preparing for their external examinations through: • Classroom instruction aligned with examination requirements • Examination-specific preparation integrated into relevant programmes • Practice materials and mock examinations • Teacher guidance and feedback
Examination Absence or Non-Completion:	Students who fail to attend their scheduled external examination without valid reason may: • Be reported to immigration authorities for non-compliance • Face difficulties with visa renewal or progression • Be required to pay additional fees to re-register for examinations

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Related legislation, regulation or guidelines:

- Code of Practice for Provision of Programmes of English Language Education to International Learners
- Core Statutory Quality Assurance Guidelines 2016 (QQI)
- Common European Framework of Reference for Languages (CEFR)

13.6 Procedure for End of Course Examination Entry

QA Area(s)	• Academic Compliance • Assessment of Learners		
Applies to	☑ Staff only	☐ Learners only	☑ Staff and learners
Policy Owner	Policy for End of Course Examination Entry		

Purpose

This procedure outlines the step-by-step process for managing end-of-course external examination entry for non-EEA visa students at ELI Schools, from pre-arrival assessment through to results recording and reporting.

Procedure

Pre-Arrival: Level Assessment and Information Provision	When a non-EEA student enrols on an Academic Year English programme, administrative staff: • Include the Examination Registration Fee (minimum €150) on the student's invoice • Clearly itemize this fee separately from tuition fees • Indicate that the fee must be paid in full before arrival In pre-arrival communications, the Academic Manager or designated staff send the student: • Link to the online level test (to be completed before arrival) • Instructions for completing the test • Information about in-person placement testing on arrival
Arrival Week: Placement Testing and Level Confirmation	On the student's first day at ELI Schools, the Academic Manager or designated teacher conducts: • In-person speaking test (approximately 10-15 minutes) • Needs analysis discussion (academic goals, intended use of English, timeline) • Review of online test results Based on the combined assessment (online test, speaking test, needs analysis), the Academic Manager: • Determines the student's entry level (aligned to CEFR) • Assigns the student to an appropriate class • Projects likely exit level based on programme duration and typical progression
Examination Selection and Agreement Signing	Once the appropriate exit examination is identified, the Academic Manager provides the student with: • Information about the recommended examination (format, content, level) • Examination dates and registration deadlines After discussion and any questions are answered, the student and Academic Manager agree on: • Confirmed entry level • Target exit level • Specific examination to be taken • Approximate examination date
Academic Year Contract	The student signs an **Examination Agreement** document that records: • Student name and identification details • Programme start and end dates • Confirmed entry level (CEFR) • Target exit level (CEFR) • Exam name and proposed date

Examination Registration

The Academic Manager maintains a master schedule of:

- All external examination dates for the academic year
- Registration deadlines for each examination session
- Students scheduled to complete programmes in each period

At the appropriate time before the examination (typically 8-12 weeks, depending on examination body requirements), the Academic Manager:

- Registers the student for their agreed examination
- Pays the examination fee on behalf of the student (using the Examination Registration Fee paid by the student)
- Obtains confirmation of registration from the examination body
- Records registration details in the School Management System

The Academic Manager provides the student with:

- Written confirmation of examination registration
- Examination date, time, and location
- Candidate number or registration reference
- Information on what to bring on examination day (ID, materials, etc.)
- Any specific examination regulations or requirements

Communication of Examination Information

The Academic Manager ensures examination information is displayed prominently:

- On student noticeboards in common areas
- On classroom noticeboards where relevant
- In student common room and library

Eight-Week Progress Review

A minimum of 8 weeks before the scheduled examination date, the student's current teacher completes a **Progress Review Assessment** evaluating:

- Current CEFR level based on classroom performance
- Progress rate compared to expectations
- Strengths and areas needing development
- Predicted performance at originally agreed exit level

If student is progressing as expected:

- Confirm original examination level is appropriate

If student has exceeded expectations:

- Discuss possibility of taking examination at higher level
- Explain benefits and challenges of higher-level examination
- Allow student to make informed choice

If student has progressed more slowly than expected:

- Discuss current level honestly and compassionately
- Explain that examination at lower level provides better opportunity
- Recommend examination level that matches current proficiency

Examination Preparation Support

Teachers incorporate examination preparation into classroom instruction:

- Familiarization with examination format and task types
- Practice with examination-style tasks
- Development of examination strategies and techniques

Pre-Examination Final Checks

One week before the examination, the Academic Manager or designated staff:

- Confirms student's registration status with examination body
- Verifies examination venue and logistics
- Sends final reminder email to student with all examination details
- Confirms student has valid photo identification for examination day

Examination Day (if held at ELI Schools premises)	If examinations are administered at ELI Schools: • Designated staff act as invigilator or coordinator • External examiner or examination body representative oversees administration • All examination materials are handled according to examination body security protocols • Examination conditions are maintained (quiet, appropriate environment, timing) • Completed examinations are secured and submitted to examination body as required
Post-Examination	After the examination, the Academic Manager: • Follows up with students to ensure examination was completed • Records attendance at examination in School Management System • Documents any issues or problems reported by students • Contacts examination body if any irregularities need to be reported
Results Recording and Reporting	When examination results are received from the examination body, the Academic Manager: • Records results in the student's individual file (paper and digital) • Enters results in the External Examination Results Register (Excel sheet maintained by Academic Department) • Updates the School Management System with examination outcome • Informs the student of their result (if not directly communicated by examination body)
Immigration Reporting	The Academic Manager or designated staff includes examination information in regular immigration reporting to INIS/GNIB: • Students registered for examinations • Examination dates and types • Students who completed examinations • Students who did not attend scheduled examinations • Examination results (as required) • Programme completion status

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Approved by	Academic Committee

Related legislation, regulation or guidelines:

- Immigration Act 2004 (as amended)
- Irish Naturalisation and Immigration Service (INIS) requirements for student visa holders
- Interim List of Eligible Programmes (ILEP) requirements
- Garda National Immigration Bureau (GNIB) compliance requirements
- Code of Practice for Provision of Programmes of English Language Education to International Learners
- Core Statutory Quality Assurance Guidelines 2016 (QQI)
- Common European Framework of Reference for Languages (CEFR)
- Data Protection Act 2018 and GDPR

13.7 Policy on Teacher and Academic Management Qualifications

QA Area(s)	• Academic Compliance • Staff Recruitment, Management and Development • Programmes of Education and Training		
Applies to	☑ Staff only	☐ Learners only	☐Staff and learners
Policy Owner	Human Resources Manager and Director of Studies		

Purpose

This policy establishes ELI Schools' commitment to recruiting and employing teaching and academic management staff who meet the minimum qualification requirements specified in the Code of Practice for Provision of Programmes of English Language Education to International Learners (IEM 02 ELE) October 2023.

Scope

This policy applies to all teaching staff and academic management staff employed by ELI Schools across all locations, including:

- English Language Teachers
- Academic Managers
- Director of Studies / Academic Coordinator
- Programme Leaders
- Any other staff with teaching or academic management responsibilities

Policy Statement

Commitment to Qualified Staff:

ELI Schools is committed to employing highly qualified teaching and academic management staff who possess appropriate qualifications, experience, and expertise to deliver high-quality English language education. This commitment ensures:

- Quality of teaching and learning
- Compliance with Code of Practice requirements
- Student outcomes and satisfaction
- Maintenance of ELI Schools' reputation and accreditation
- Professional standards in the sector

Minimum Qualifications for English Language Teachers:

All English Language Teachers employed by ELI Schools must hold:

EITHER:

Option A: Initial English Language Teaching Qualification

- A qualification in Teaching English as a Foreign Language (TEFL) / Teaching English to Speakers of Other Languages (TESOL) / Teaching English as a Second Language (TESL)
- Minimum **120 hours of training**
- Including minimum **6 hours of observed and assessed teaching practice**
- From a recognized provider or accrediting body

Examples of acceptable qualifications:

- CELTA (Certificate in English Language Teaching to Adults) - Cambridge Assessment English
- Trinity CertTESOL - Trinity College London
- ACELS recognized equivalent 120+ hour TEFL/TESOL certificate with assessed teaching practice

OR:

Option B: Higher Level TEFL/TESOL Qualification

- A Diploma, Degree, or Postgraduate qualification in TEFL/TESOL
- Examples: DELTA (Diploma in English Language Teaching to Adults), Trinity DipTESOL, MA TESOL, MA Applied Linguistics (TESOL), etc.

Responsibility

Human Resources Manager:

- Ensuring all job descriptions specify correct qualification requirements
- Verifying qualifications during recruitment process
- Inspecting original certificates and taking certified copies
- Contacting awarding institutions to verify qualifications
- Maintaining comprehensive records of staff qualifications
- Conducting quarterly audits of staff qualification compliance
- Reporting to Managing Director on compliance status
- Flagging any non-compliance or concerns immediately

Director of Studies / Academic Coordinator:

- Confirming qualification requirements for all teaching and academic management roles
- Reviewing qualifications of candidates during recruitment
- Assessing whether non-standard qualifications may be acceptable equivalents
- Monitoring teaching quality to ensure qualified staff are delivering effectively
- Identifying staff development needs
- Conducting annual review of staff qualifications
- Reporting to Academic Committee on staff qualification matters

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Approved by	Board of Directors, Academic Committee

Related legislation, regulation or guidelines:

- Code of Practice for Provision of Programmes of English Language Education to International Learners (IEM 02 ELE) October 2023 (QQI) - Section 6: Staffing
- Core Statutory Quality Assurance Guidelines 2016 (QQI)
- Sector Specific (Independent/Private) Statutory Quality Assurance Guidelines 2016 (QQI)
- Qualifications and Quality Assurance (Education and Training) Act 2012

14.8 Procedure on Review of Teacher and Academic Management Qualifications

QA Area(s)	| • Academic Compliance • Staff Recruitment, Management and Development		
Applies to	☑ Staff only	☐ Learners only	☐ Staff and learners
Policy Owner	Policy on Teacher and Academic Management Qualifications		

Purpose

This procedure outlines the step-by-step process for verifying that all teaching and academic management staff meet the minimum qualification requirements specified in the Code of Practice during the recruitment and hiring process.

Procedure

All steps involving qualification verification are delivered jointly by the Human Resources Manager and Director of Studies unless otherwise specified.

Step 1: Defining Qualification Requirements in Job Descriptions	When a teaching or academic management position needs to be filled, the Director of Studies and Human Resources Manager collaborate to create or update the job description. The Job Description must clarify the minimum qualifications required.
Step 2: Recruitment Advertising	When advertising the position, Human Resources Manager includes in the job advertisement: • Clear statement of qualification requirements (as per job description) • Statement: "ELI Schools complies with the Code of Practice and employs only appropriately qualified teaching staff" • Instruction: "Applicants must hold [specify qualification] - please provide details in your application
Step 3: Application Review and Shortlisting	**Reviewing Applications for Qualifications** Human Resources Manager receives and reviews all applications. • **Has applicant stated their TEFL/TESOL qualification?** • Yes: Note the qualification → Proceed to next check • No or vague: Flag as "Qualification unclear - request details or reject
Step 4: Interview Process	The **Director of Studies** makes the ultimate decision on who to hire for their team.
Step 5: Post-Interview Qualification Verification	**Detailed Verification Before Job Offer** If interview panel decides to offer position to candidate (pending checks), Human Resources Manager conducts thorough qualification verification. **Inspecting and Copying Original Certificates:** Human Resources Manager arranges meeting with candidate (if not already done) to: a) Inspect original certificate(s) in person: • TEFL/TESOL certificate (primary requirement) • Degree certificate (if relevant) • Any other teaching qualifications • HR confirms NARIC level for all overseas qualifications • HR saves
Step 6: Job Offer	Once qualification verified Human Resources Manager makes conditional job offer to candidate. Conditional offer letter includes: • Position offered and Start date • Salary and terms • Contract and Employee Handbook

Step 7: Maintaining Qualification Records	**Filing and Record Keeping** Human Resources Manager creates comprehensive personnel file for new employee including: **Qualification Documents:** • Certified copies of all teaching qualification certificates • Degree certificates (if relevant) • Record of verification with awarding body: • Copies of emails confirming verification • Notes of phone conversations Screenshots from online verification systems Files stored: • Securely in locked filing cabinet (paper copies) • AND/OR encrypted digital storage • Access restricted to: HR Manager, Director of Studies, Managing Director
Step 8: Mandatory Reporting	ELI Schools is committed to reporting change changes in Teaching Staff or Academic Management within 5 days of those changes occurring.
Step 9: Ongoing Monitoring and Compliance	Every quarter, Human Resources Manager conducts audit of all teaching and academic management staff: Creates **Staff Qualification Compliance Report** including: • All current teaching and academic management staff listed • Qualification status for each: Verified / Pending / Issue • Any gaps or concerns identified • New staff since last audit have qualifications verified
If Audit Identifies Issues:	Possible issues: • New staff member started before qualification verified (should not happen but if does, urgent action needed) • Staff teaching outside area of qualification • Qualification verification incomplete or documentation missing • Staff member's claimed qualification questionable Actions: • Investigate immediately • If qualification not verified: verification completed urgently • If qualification insufficient: staff member removed from teaching duties immediately until resolved • If documentation is missing, obtain immediately • Escalate to Managing Director for serious issues

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Related legislation, regulation or guidelines:

- Code of Practice for Provision of Programmes of English Language Education to International Learners
- Core Statutory Quality Assurance Guidelines 2016 (QQI)
- Sector Specific (Independent/Private) Statutory Quality Assurance Guidelines 2016 (QQI)

13.9 Policy on Mandatory Reporting of Academic Compliance Data

QA Area(s)	• Academic Compliance • Information and Data Management • Programmes of Education and Training		
Applies to	☑ Staff only	☐ Learners only	☑ Staff and learners
Policy Owner	Academic Manager		

Purpose

This policy establishes ELI Schools' framework for the systematic collection, maintenance, and weekly reporting of academic compliance data for all non-EEA visa students to designated government bodies, ensuring full compliance with immigration and education regulations.

Scope

This policy applies to all non-EEA visa students enrolled on programmes listed on the Interim List of Eligible Programmes (ILEP), specifically Academic Year English programmes at ELI Schools across all locations.

Policy Statement

Legal Obligation to Report:

ELI Schools has a legal obligation under Irish immigration regulations to systematically report academic compliance data for all non-EEA visa students to the Irish Naturalisation and Immigration Service (INIS) and/or designated government bodies.

Purpose of Mandatory Reporting:

Reporting of academic compliance data serves several purposes:

Immigration Control:
- Enables INIS to monitor that visa students are genuinely engaged in study
- Identifies students who are not complying with visa conditions
- Prevents abuse of the student visa system
- Protects the integrity of Ireland's international education sector

Student Protection:
- Ensures early identification of students with attendance or progression issues
- Enables intervention and support
- Protects students from exploitation or non-compliant providers

Quality Assurance:
- Demonstrates ELI Schools' commitment to compliance and transparency
- Provides data for monitoring educational quality and outcomes
- Supports accountability to regulatory authorities

Weekly Attendance and Student Data Reporting:

ELI Schools must report the following data for each non-EEA visa student on a weekly basis:

Student Identification:	• Student full name (as appears on passport) • Student ID number (ELI Schools internal reference) • Date of birth • Nationality • Passport number • Immigration permission number (if applicable)
Programme Information:	• Programme title (e.g., "Academic Year English - General English") • Programme start date • Expected programme end date • Current programme status (active, completed, withdrawn, expelled)

Attendance Data:	• Current attendance percentage
	• Attendance warning status:
	  ○ No warning
	  ○ Informal warning (4 weeks, below 85%)
	  ○ First Formal Warning (6 weeks, below 75%)
	  ○ Second Formal Warning
	  ○ Third and Final Warning
	  ○ Expelled for non-attendance
	  ○ Date of most recent warning (if applicable)

Entry and Exit Level:	• Minimum entry level (CEFR level at programme commencement) • Current level (if student has progressed during programme) • Target minimum exit level (expected CEFR level at programme completion)
End of Course Examination:	• External examination selected • Examination date (scheduled or completed)

On demand reporting of Teaching or Academic Staff Changes

ELI Schools must report the following data within 5 days of changes:

Appendix A	HR and the Academic Manager must inform ILEP if there has been a change to Teaching or Academic Management staff within 5 days of those changes
Teaching Qualifications	HR and the Academic Manager must submit a report Appendix A which includes: • Teacher/Manager Name • Teacher/Manager primary degree at Level 7 or above to include award Title, awarding institution and Year of the award. • Teacher/Manager English teaching qualification to include award Title, awarding institution and Year of the award.

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Related legislation, regulation or guidelines:

- Immigration Act 2004 (as amended)
- Irish Naturalisation and Immigration Service (INIS) requirements for education providers
- Interim List of Eligible Programmes (ILEP) requirements
- Code of Practice for Provision of Programmes of English Language Education to International Learners

14.10 Procedure for Mandatory Reporting of Academic Compliance Data

QA Area(s)	• Academic Compliance • Information and Data Management		
Applies to	☑ Staff only	☐ Learners only	☑ Staff and learners
Policy Owner	Policy on Mandatory Reporting of Academic Compliance Data		

Purpose

This procedure outlines the step-by-step process for collecting, verifying, compiling, and submitting the mandatory weekly academic compliance report for all non-EEA visa students.

Procedure

Step 1: Daily Data Collection (Monday to Sunday)

Daily Attendance Recording

Teachers record attendance daily

- Mark attendance twice per session
- Submit completed Class Registers at end of each teaching day
- Place in designated location

Administrative Staff enter attendance data into School Management System:

- Daily data entry (end of each day or first thing next morning)
- Accurately transcribe from paper registers to system
- Mark students as Present (P) or Absent (A) for each session
- System automatically calculates cumulative attendance percentage

Administrative Staff also record in School Management System:

- Any student level changes (if student moved to different class)
- Programme start dates for new students
- Programme end dates for completing students
- Holiday approvals and dates
- Sick leave (certified or uncertified)
- Any withdrawals or expulsions

Recording Significant Events

Academic Manager records any significant events affecting non-EEA visa students:

Attendance warnings issued:

- Student ID and name
- Type of warning (informal, First Formal, Second Formal, Third & Final)
- Date warning issued
- Current attendance percentage at time of warning
- Updated in student's file and School Management System

Expulsions:

- Student expelled for non-attendance or other reason
- Date of expulsion

Examination registrations:

- Student registered for external examination
- Examination type and level
- Scheduled examination date
- Date of examination
- Registration date

Approved holidays or breaks:

- Start date and end date
- Type (scheduled holiday, emergency break, extended sick leave)
- Expected return date

Step 2: Report Preparation

Generating Student List	Academic Manager generates list of all non-EEA visa students currently enrolled or recently departed: The generated list should show for each student: • Student ID number • Full name • Date of birth • Nationality • Passport number (if recorded) • Programme start date • Programme end date (expected or actual) • Status (Active/Completed/Withdrawn/Expelled) • Current attendance percentage • Current attendance warning status • Minimum Entry level (CEFR) • Minimum Exit level (CEFR) • End of course exam • Exam date

Step 3: Report Submission

Submitting the Report	• The Academic Manager prepares the final report to be submitted. • The Senior Academic Manager reviews the report data prior to submission • The Senior Academic Manager sends the report to the nominated email and is available for questions by the INIS, GNIB or ILEP

Contingency Procedures

If Academic Manager Unavailable

Contingency planning for Academic Manager absence (holiday, illness, emergency):

Designated Deputy:

- Deputy Academic Manager OR Academic Coordinator designated as backup
- Deputy has full training on reporting process
- Deputy has access credentials for submission system
- Deputy has access to all necessary data sources

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Related legislation, regulation or guidelines:

- Immigration Act 2004 (as amended)
- Irish Naturalisation and Immigration Service (INIS) requirements for education providers
- Interim List of Eligible Programmes (ILEP) requirements and reporting obligations
- Code of Practice for Provision of Programmes of English Language Education to International Learners
- Data Protection Act 2018 and GDPR
- Any specific reporting guidance or technical specifications issued by INIS or designated government bodies