



English Language School  
Accreditation Council  
PURSUIT OF QUALITY

# ENGLISH LANGUAGE SCHOOL ACCREDITATION COUNCIL

BROCHURE



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# ACCREDITATION FOR ENGLISH LANGUAGE SCHOOL

The English Language School Accreditation Council (ELSAC) is an independent body specialising in the accreditation of English language schools. If you are an independent or private English language school, you can take advantage of ELSAC's international accreditation for English language schools. Getting ELSAC accreditation is proof of your institution's commitment to providing a quality education which is recognized all over the world. This also extends to students' requirements for security, welfare, information and leisure.

ELSAC grants international accreditation through a unique process that evaluates an English language school on the best educational global practices. ELSAC's accreditation process is very simple and you can get the accreditation within 30 days. All you have to do is fill out an application form and submit validation documents for evaluation. Securing ELSAC's full accreditation will help your institution stand out among other institutions, raising its popularity and profile internationally. We don't just grant accreditation; we will also be giving you useful advice on how you can improve your educational standards through our continuous improvement process.

No-one can deny the importance of accreditation in today's world where many unrecognised and mediocre institutions have sprung up, providing a sub-par education to unsuspecting students around the globe. Both employers and students prefer accredited organizations as they have international recognition and also offer an education which is on par with global standards. They also provide students an enabling, interactive environment and other ample facilities which enhance their learning experience and intellectual capacity.

In keeping with its mission of improving and enhancing educational standards, ELSAC grants international accreditation to English language schools committed to providing students with a world-class education. The accrediting agency not only accredits an institution following a thorough assessment of the latter's unique system, but also ensures that the accredited institute undergoes a continuous improvement process to develop modern curricula, tailored to the students' specific requirements. Upon receiving accreditation from ELSAC, your institution will enjoy a number of immediate benefits (see the 'Benefits' section in this brochure).



## ABOUT ELSAC

ELSAC is an international quality assurance agency, working to improve quality assurance standards of English language schools all over the world. With its global network of experts, ELSAC grants accreditation to private or independent English language schools.

Regional accreditation bodies have dutifully evaluated education providers on a regional scale and granted them primary accreditation. However, the rapid growth of globalization calls for a global entity which can evaluate them against internationally proven standards of education and grant them internationally recognized accreditation. ELSAC provides international accreditation to English language schools to serve as secondary accreditation, enhancing the entity's regional accreditation and assures stakeholders that the educational

program, policies and procedures of the institute are up to the international standards of quality. ELSAC's international accreditation represents an education provider's commitment to delivering quality which is on a par with the global standards. It assures the stakeholders that their English language qualifications will have increased acceptability around the world. The international accreditation that an English language school is awarded by ELSAC gives a competitive edge over all regional and international English language course providers and institutions.

ELSAC's international accreditation for English language schools ensures that the organizations are operating according to the international principles and standards of quality. It assures the business community's confidence and trust in your business structure, management & performance. It also provides international recognition of your business and quality practices all over the world.





ELSAC grants international accreditation through a unique process that is developed by organizing the best global organizational practices in one place in collaboration with regional accreditation bodies. ELSAC's accreditation process works as a general basis of evaluation for any English language school and provides them with an international accreditation which supplements their regional accreditation. The accreditation process is a dynamic and evolving system that is continually updated in order to cater to new developments in the academic, business and professional quarters.

## ELSAC'S MISSION

### 'PURSUIT OF QUALITY'

"The mission of ELSAC is to establish, preserve and promote the finest quality standards worldwide by acting as a catalyst for information, training and networking to English language

### ELSAC ACCREDITATION

Get your English language school accredited by ELSAC and join the league of world's leading English language schools.





# BENEFITS OF ELSAC ACCREDITATION



## ELSAC's Full Accreditation Certificate & Seal

Upon receiving full accreditation, the English school will get a full accreditation certificate & seal that your school can use to promote on several mediums including your website, official documents, certificates and marketing collaterals.

## Continuous Improvement of your Educational Standards

ELSAC will send its recommendation reports at regular intervals to enhance your school's educational practices and standards.

## Verification of your School's Accreditation Status

ELSAC will verify your school's accreditation status, good standing and adherence to global standards of excellence. ELSAC will answer all third party queries regarding your school's accreditation status.

## International Accreditation and Recognition

ELSAC's accreditation enhances your school's profile on a regional and international level, ensuring that the

educational programs your school offers are globally recognized and accepted. Upon receiving ELSAC's accreditation, your institution will be able to enjoy record student enrolments, and the qualifications you offer will be accepted by leading national and multinational organizations the world over.

## International Benchmark in Education Standards

ELSAC accreditation which will ensure that your educational programs are on a par with the global standards. ELSAC accreditation is a testament of the quality education you deliver and will enable you to enjoy a competitive edge over all regional and international schools.





# ELSAC'S CODE OF PROFESSIONAL PRACTICE

This Code of Professional Practice promotes professional behaviour for all accredited members of the English Language School Accreditation Council (ELSAC). Central to the code of professional practice are respect for the individuality of the learner, and recognition of the collaborative nature of the profession of learning and teaching.

Accredited members of the English Language School Accreditation Council agree to abide by ELSAC's code of professional practice by which they will:

- Conduct themselves at all times with integrity in the discharge of their duties according to law and this clause overrides all others, so that where there is conflict, this clause shall prevail;
- Maintain high standards of personal behaviour at all times and to do nothing to bring themselves, the English Language School Accreditation Council or the profession into disrepute;
- Take personal responsibility for the establishment and maintenance of good relations with other professional, public and private bodies;
- Maintain the integrity of the profession in public and in the media;
- Take no improper action which might injure or malign the reputation of other professionals;
- Respect the rights of the individual;
- Respect the wishes and aspirations of students;
- Maintain strict confidentiality of personal information;
- Exercise professional judgement in furthering the resolution of educational problems;
- Refrain from any acts that may cause students harm;
- Take no advantage of a position of authority with a student for personal, political or other purposes;
- Further the development of professional skills, knowledge and attitudes in themselves and colleagues; and
- Ensure positive collaboration with those in educational and other institutions, authorities, examination boards and other specialist bodies.



# ELSAC'S STANDARDS & EVIDENCE

English Language School Accreditation Council's accreditation within the English language training sector is a voluntary, non-governmental process that gives recognition to English language schools that meet established quality standards. The purpose of accreditation is to assure the public, students and other stakeholders as to the quality of the English school and of the training it delivers. It also demonstrates its commitment to high standards through a system of continuous improvement.

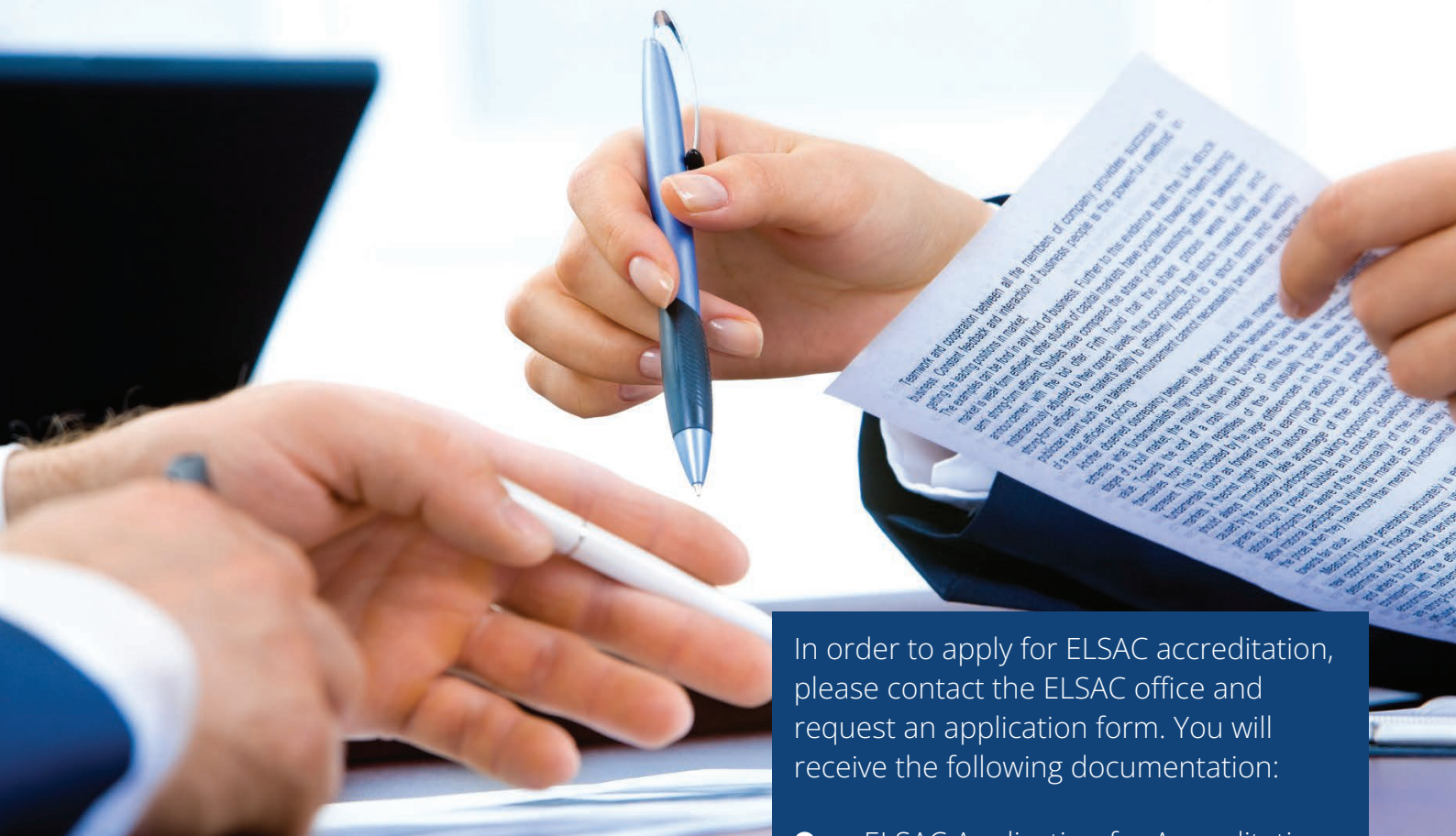
Our accreditation process consists of a set of key performance indicators (Standards & Evidence) split into 8 main areas, namely;

<b>A</b> Premises, and Health and Safety	<b>B</b> Governance, Management and Staff Resources
<b>C</b> Learning, Instructional Techniques and Resources	<b>D</b> Quality Assurance and Enhancement
<b>E</b> Student Welfare	<b>F</b> Awards and Qualifications
<b>G</b> Marketing and Recruitment of Trainees	<b>H</b> Systems Management and Compliance with Immigration Regulations (where appropriate)

\*A detailed Standards & Evidence for Accreditation (Key Performance Indicators) document outlining all the areas of operation and the supporting documentation required to satisfy these areas will be made available when applying for accreditation – see the 'Accreditation Process & Fees' section.







In order to apply for ELSAC accreditation, please contact the ELSAC office and request an application form. You will receive the following documentation:

- ELSAC Application for Accreditation Form
- Standards & Evidence for Accreditation (Key Performance Indicators) document outlining all the areas of operation and the supporting documentation required to satisfy these areas.

# ELSAC'S APPLICATION PROCESS & FEES

## ELSAC'S ACCREDITATION PROCESS

### Stage 1 – Scrutiny of Application Form

The initial information provided to us will be inspected and assessed by a member of our Evaluation Council. If all the information provided is deemed satisfactory and complete, then we can move onto the next stage in the process. If it does not, we may inform the school why they are unlikely to gain accreditation at this point, and then provide advice and guidance on ways they can improve or rectify the problems we find.

### Stage 2 – Submission of Accompanying Documents & Evidence

(Please note: an initial, non-refundable accreditation fee is payable at this stage – see the 'Fees' section below for details.)

Once the initial non-refundable accreditation fee has been received, ELSAC will request the submission of accompanying documentation and evidence to support the school's application for accreditation. The Evaluation Council will focus on how the school complies with immigration regulations; the quality of management and student support; the health and safety of the premises; and the suitability of the available resources for the courses.



The Evaluation Council will need to examine procedural documentation, attendance recording systems, examples of marked work and feedback forms from students, and statutory documentation, such as fire regulations.

After careful consideration of all supporting documentation and evidence, the Evaluation Council will prepare and submit a report, which will recommend whether or not Stage 3 should take place.

If there are any areas the institute needs to improve on before moving on to Stage 3, these will be identified in the report.

This report will be carefully considered by the Evaluation Council, who will then weigh up the information obtained and decide whether or not to proceed onto the next stage. If they decide that the school is not ready to move onto stage 3, the school will be informed of this and given the chance to appeal against the decision, if they can provide grounds for reconsideration.

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### Stage 3 – Accreditation

This stage is mainly focused on weighing up the evidence of the institution's ability to uphold and maintain the standards needed for an accreditation. The final decision on accreditation will be then be decided by the Evaluation Council.



ELSAC's accreditation fee is US\$500 irrespective of the number of courses a school offers.

An initial non-refundable accreditation fee of US\$250 is payable after completion of Stage 1 of the accreditation process. The outstanding accreditation fee of US\$250 is payable on the award of accreditation status.

Initial accreditation is valid for one year and is renewable on an annual basis for a fee of US\$500.

ELSAC does not charge a school a fee for each student enrolled on their courses.





# ELSAC'S EVALUATION COUNCIL & MEMBERS

## EVALUATION COUNCIL

ELSAC's success lies essentially in its professional and experienced Evaluation Council members, who are responsible for providing relevant information about the benefits of international accreditation to English language schools worldwide. Coming from varied professional backgrounds, these members are administrators, faculty members, researchers, CEOs, entrepreneurs, experts and leaders in their fields. They are further trained by ELSAC staff to employ ELSAC's international accreditation standards in evaluating quality practices for English language schools.

## EDUCATIONAL MEMBERS

ELSAC is a global accreditation association for English language schools. Members include English language schools, and corporations that work or connect with the English language education industry for prolonged quality education. As an educational member of ELSAC, you are recognized as a part of the world's network of English language schools, all of which are focused on advancing quality education. Whether you are an online or face-to-face English language school, seeking to build

collaborative relationships or planning to pursue accreditation, relationships or planning to pursue accreditation, ELSAC membership is an essential component to your success. In addition, your school will have access to a wealth of educational and benchmarking resources specifically designed for academic enhancement and faculty.

## ACCREDITED BY ELSAC

ELSAC has helped a number of English language schools around the world with its international accreditation services. ELSAC grants accreditation to independent or private English language schools after evaluating their school system through its unique accreditation process. The English language schools are assessed using the ELSAC standards of global best practices in Organizational Management, Academic Management and Institutional Performance. English language schools are awarded accreditation after evaluating their business management practices. English Language School Accreditation Council (ELSAC) is an accreditation agency, working to improve quality assurance standards of English language schools all over the world.



# FAQ



## WHAT TYPE OF INSTITUTIONS DOES ELSAC ACCREDIT?

ELSAC accreditation is open to both online and face-to-face English language schools internationally.

## HOW MUCH DOES THE PROCESS COST?

International accreditation costs as little as US\$500 irrespective of the number of courses an English language school offers. Initial accreditation is valid for one year and is renewable on an annual basis for a fee of US\$500. ELSAC does not charge a school a fee for each student enrolled on their courses.

## WHAT CAN WE EXPECT DURING THE ACCREDITATION PROCESS?

The full details of what to expect during the accreditation process may be found under the "Accreditation Process & Fees" section of this brochure. The best advice we can give is that if you are unsure of anything, please contact the ELSAC office and we will be happy to offer any help or assistance that is required.

ELSAC is dedicated to developing productive, long lasting working relationships with schools and working with them continuously to ensure ongoing, consistent quality over the long term.

## HOW LONG DOES THE PROCESS TAKE?

The whole process should not take any longer than 30 days from the point where a correct application is received. However, the time factor is also dependant on cooperation from the English language school seeking accreditation with regards to a request for clarification or submission of documentation.

## HOW LONG DOES ACCREDITATION LAST?

Accreditation is initially granted for a period of 1 year and is renewable on an annual basis.

## IS AN ANNUAL FEE REQUIRED TO BE PAID BY OUR INSTITUTION?

Yes, the first annual fee will become due every 12 months on the anniversary of the date when the first accreditation was awarded.



## **WHAT KIND OF SERVICE CAN WE EXPECT FROM ELSAC AFTER A SUCCESSFUL AWARD OF ACCREDITATION?**

Receiving ELSAC accreditation is only the first step in what we hope will be a long and fruitful partnership between ourselves and the accredited schools. To facilitate this we will assist our accredited schools to develop into quality English language schools that are respected worldwide. We will endeavour to ensure that all the ELSAC Standards and the Code of Practice are adhered to and the best possible education experience is given to students by utilising continuous quality assurance systems. We will help to develop a comprehensive, internal audit and self-evaluation system alongside the school. We will also endeavour to assist the accredited school to develop quality partnerships on a global scale, as well as ethical marketing strategies. By doing this the school will gain international recognition for their school which will allow for the development of fruitful partnerships with ethical, professional education agents globally.

## **WHAT ARE THE MINIMUM QUALIFICATION REQUIREMENTS FOR OUR PRINCIPAL AND STAFF?**

For the principal of a school we would normally expect to see a higher degree such as a Masters or Doctorate, but if a person has substantial industry, business or commercial experience then this would be acceptable. The principal is not required to hold a specific teaching qualification. Teaching staff should hold a minimum of a TEFL/TESOL qualification. They are not required to hold qualified teacher status (e.g. BEd. or PGCE/PGDE).

## **WHAT ARE THE CHANGES AT OUR INSTITUTION WHICH WE SHOULD NOTIFY ELSAC ABOUT?**

There are a variety of changes that ELSAC may need to be made aware of. This can include; a change in premises, any changes in ownership, management or major staff changes, any changes to courses or awarding bodies, gaining or losing your license to operate etc. The reason ELSAC needs to be kept up to date of any changes or developments, is to protect the integrity of ELSAC accreditation and to ensure that a school continues to be compliant with current legislation.

## **WHAT IS THE PROCESS IF ELSAC RECEIVES A COMPLAINT CONCERNING AN ELSAC ACCREDITED SCHOOL?**

If a student contacts ELSAC to make a complaint about an English language school, the student is advised to contact the school directly to ensure they have tried to resolve the matter according to the school's own complaints or grievances procedure. If the student has tried to comply with the school's procedures and the matter has not been resolved, they may contact ELSAC for assistance. The student must provide evidence that they have a valid complaint or grievance and show that they have tried to comply with the school's procedure. If the evidence supplied by the student is believed to require further investigation, ELSAC will contact the school directly to try and resolve the matter. The reason for ELSAC involvement is to ensure the school is complying with their procedures in a fair manner. In an extreme or serious situation, ELSAC may become involved with the possibility of ELSAC accreditation being suspended or withdrawn.





## **HOW DO I CHECK IF AN ENGLISH SCHOOL IS ACCREDITED?**

You can check if a school is accredited by contacting the ELSAC office directly or by checking the school listings on our website.

## **CAN ELSAC TELL ME IF THE COURSE I WISH TO STUDY IS ACCREDITED/VALIDATED?**

ELSAC accreditation covers an institution not a specific course. Applicants wishing to study or work at any institution, should always satisfy themselves that the level of recognition of a relevant award is sufficient to meet their needs. In most cases, the English language school's programmes will aim to prepare student's to sit for professional examinations such as the Cambridge suite of examinations (e.g. KET, PET, FCE, IELTS...).

## **WHAT IF I HAVE A GRIEVANCE CONCERNING AN ELSAC ACCREDITED SCHOOL?**

If you contact ELSAC to make a complaint about an English language school, you will be advised to contact the school directly to ensure that you have tried to resolve the matter according to the school's own complaints or grievances procedure. If you have tried to do this, but you believe the school has not complied with their policies and procedures, then you will be asked to forward all evidence relating to the complaint or grievance via email to the ELSAC office. If the evidence you have supplied is believed to require further investigation, ELSAC will contact the school directly to try and resolve the matter.

## **IS OR WILL MY QUALIFICATION BE VALID/ACCEPTABLE IN A PARTICULAR INSTITUTION OR COUNTRY?**

You should contact the issuing institution or the institution where you wish to study for advice on this matter.





# CONTACT US


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ENGLISH LANGUAGE SCHOOL ACCREDITATION COUNCIL

Work Hours: Monday to Friday 08:00am – 17:00pm

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