

This checklist ensures a systematic and regular assessment of staffing requirements at each training location, providing a mechanism for compliance with policies and regulations. The signatures of the Head of VET, Head of ELICOS, and CEO signify accountability and acknowledgment of the assessment results.

Additionally, during the review process, this checklist serves as a tool for Continuous Improvement actions. The checklist also acts as a final record of approval by the Chief Executive Officer. The Chief Operating Officer is responsible for taking all necessary steps to address the items in this checklist.

<b>Training Location:</b>			
<b>Date of Assessment</b>			
STAFFING REQUIREMENTS		RESPONSE	COMMENTS
1.	<p><b>Qualified Teachers and Trainers:</b> Ensure that the number of qualified teachers and trainers meets or exceeds the regulatory requirements.</p> <p>Verify that all teachers and trainers hold the necessary qualifications and certifications for their respective roles.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
2.	<p><b>Support Staff:</b> Confirm the presence of an adequate number of support staff to assist in administrative and non-teaching duties.</p> <p>Check that support staff members are appropriately trained for their assigned responsibilities.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
3.	<p><b>Student-to-Teacher Ratio:</b> Verify that the student-to-teacher ratio complies with regulatory standards.</p> <p>Assess whether adjustments are needed to ensure an optimal learning environment.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
4.	<p><b>VET Training Proficiency (VET only):</b> For VET Courses, confirm that trainers possess the required skill and training qualifications to unit level</p> <p>Trainer matrix are up to date for each trainer</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
5.	<p><b>English Language Proficiency (ELICOS only):</b> For ELICOS programs, confirm that teachers possess the required language proficiency and teaching qualifications.</p> <p>Ensure that language proficiency levels are in line with the expectations for ELICOS programs.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
6.	<p><b>Continuing Professional Development (VET only):</b> Evaluate whether trainers are actively engaged in continuing professional development activities.</p> <p>Check that staff members are up to date with the latest training methodologies and industry trends maintaining industry currency.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
7.	<p>Continuing Professional Development (ELICOS only): Evaluate whether trainers are actively engaged in continuing professional development activities by NEAS or other bodies</p> <p>Check that staff members are up to date with the latest teaching methodologies and industry trends in the language teaching environment</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	



## FINDINGS

Provide any additional comments or recommendations regarding staffing requirements at the training location:

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Include suggestions for improvement, if applicable

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**Head of VET/  
Head of ELICOS:**

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**Signature:**

**Date:**

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**CEO Name: (Approval)**

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**Signature:**

**Date:**

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