



Proposed Prerequisites for ELT Schools Licensing

In preparing a submission to the ELT Council, for the establishment of a new or the extension of an existing ELT School, applicants should give careful consideration to the following:

1. Structure Plan

New schools, including private schools, will be located in areas where demographic projections indicate that such a facility is required and on sites which provide for; a full range of educational and sports facilities, good accessibility, and a safe environment. (As a general principle the Structure Plan seeks the efficient use of land and buildings, channelling development into existing and committed urban areas, to reduce the spread of urban development into the countryside. To this end, no form of urban development will be permitted outside the existing and committed built up areas. Unforeseen uses may be considered but the applicant must justify a departure from Structure Plan policies, indicating why, from a planning point of view, the development cannot be located within the existing or planned urban areas.)

2. Site Determination

The most important goal of the Structure Plan is the efficient use of land and buildings, with the channelling of development activity into existing and committed urban areas in order to constrain the loss of undeveloped land and to reduce the spread of built development into the countryside. Compelling reasons will be required for site approvals to be granted for schools outside development zones.

The North Harbour Area embraces a concentration of ELT schools in relation to other areas and applications for the licensing of a new ELT school, are to provide measures to alleviate this concentration and to encourage new opportunities outside this area.

All proposed sites should:

- a) have adequate and safe access to the Arterial or Distributor road network;
- b) be located in areas where the existing provision of ELT Schools permits additional development;
- c) not involve the loss of good quality agricultural land or areas of agricultural value;
- d) not involve the loss of or compromise sites or areas of ecological, scientific importance or archaeological importance;
- e) have adequate land to provide for buildings or adequate buildings with the appropriate space standards, to cater for all necessary uses, including adequate recreation and other open space, and to provide for future expansion at all levels;
- f) not adversely affect scenic or landscape value by virtue of their location, design or land use;
- g) not be wholly or partially located, within or on the sides of valleys, especially valley watercourses.

3. Business Plan and Needs Analysis

The applicant shall submit a Business Plan covering the first three years of the operation. This shall include a Needs Analysis, showing the employment, business and tourism marketing opportunities generated by the project.

4. Legal Provisions and Quality of Education

The attention of applicants is drawn to the following:

- a) The Education Act (Cap 327)
- b) Legal Notice 221 of 2015 – ELT Council Regulations
- c) Legal Notice 44 of 2012 - Employment Status National Standard Order
- d) The Consumer Protection Act 1994

Applications must be completed and forwarded to the:

Chief Executive Officer

ELT Council

Ministry for Education and Employment

Floriana

SECTION 'A'

PARTICULARS OF PROPOSER

Name of Proposer on behalf of Applicant: _____

I. D. N°: _____ Passport N°: _____

Personal address: _____

Tel N°: _____ E mail: _____

Nationality: _____

PARTICULARS OF APPLICANT

Name of Applicant: _____

Personal/Registered Address: _____

Tel N°: _____ E mail: _____

I. D. N°: _____ Passport N°: _____

Company Registration N°: _____

Nationality: _____

Legal Personality of Applicant (Please circle where applicable)

a) Wholly owned by Proposer Yes / No

b) Partnership en nom collectif Yes / No

c) Partnership en nom commandite Yes / No

d) A Public Company Yes / No

e) A Private Company Yes / No

f) An Association Yes / No

g) Other (specify) _____

Details of Persons/Body Corporate being Partners/Shareholders/Members of above.

<u>Name</u>	<u>Address</u>	<u>Nationality</u>	<u>I.D./Passport No.</u>	<u>Position:</u>

h) The applicant shall provide a copy of the Memorandum and articles of Association/Statute.

i) Proposed Name of School: _____

j) Head of School in whose name licence is to be issued _____

The applicant shall submit a detailed C.V. of the Head of School including I.D.number and references, if applicable, to any enquiry or disciplinary action by any court, authority, regulatory or professional body.

k) Name of Director of Studies: _____

l) This application is being submitted specifically for the licensing and running of an ELT School where the ELT programme shall be the main activity of the school. Where the applicant proposes to run other educational programmes besides E.L.T. Courses, the applicant is required to complete the following:

Other Educational Programmes:

Discipline/Subject Frequency	Per Annum	Duration	Per Course	Day/Evening Capacity	Per Course

Note: The ELT Council issues licenses specifically for the running of ELT schools. The information submitted above does not exempt the applicant from applying for the other appropriate licenses as may be necessary.

SECTION 'B'

LOCATION AND DESCRIPTION OF SCHOOL PREMISES

a) Address of School Premises: _____

The applicant shall provide a site plan that identifies the location of the school premises.

b) Schedule of Eligible Spaces:

The applicant shall provide a detailed Architect's drawing of the proposed school together with the details listed below:

Schedule of Eligible Classrooms

Eligible Classrooms:

Room Identification	Description	No of Room	Student Load	Dimensions (Meters)	Area (m²)

c) Give the maximum number of students that the School can accommodate at any one time of the day?

d) List of Eligible Spaces/Facilities:

Please tick where Space/Facility is provided and give dimensions and area.

Dimensions (metres) Area (m²)

Space/Facility	Dimension (meters)	Area (m ²)
Offices		
Garden		
Cafeteria		
Library		
Hall		
Teachers' Room		
Reception Area		
Audiovisual Room		

- e) The applicant is to report that the design and layout for the proposed ELT school buildings provides for:
- i. an easy flow of students and the provision of opportunities for these to mix and speak;
 - ii. classrooms which are conducive to learning, are independent, enjoy natural fresh air and natural lighting through the availability of sizeable windows, with at least half of the classrooms being naturally lit;
- f) iii. classrooms of space intended to accommodate a group ranging from 5 to 15 students, where the space per student shall be represented by a minimum of 1.75 sqm per student;
- g) iv. classrooms of space smaller than the minimum floor area stated in paragraph B3.3 shall not be utilised for group tuition;
- h) v. ancillary spaces for teachers, administrative staff as well as for assembly and recreation commensurate with the maximum number of students that can be accommodated at any one time, represented by a minimum of 1.45 sqm per student. These are to include appropriate refreshment facilities;

- i) vi. ancillary spaces for self-study;
- j) vii. a configuration of teaching areas, in respect of school buildings whose maximum capacity is over 70 students, that is conducive to easy interaction and provides measures to alleviate noise pressures and disturbances;
- k) viii. the year-round anticipated population of the proposed operation with sufficient possibilities for expansion, ideally including physical spaces to reflect any cyclical activity. Where the cyclic operation requires a spill-over, the subsidiary spaces are to be suitably located, validated, and be in conformity with these regulations as if they were an integral part of the main building, save where such spaces are an already licensed school building;
- l) ix. materials and décor that conform to the relevant international fire regulations and health and safety regulations for public spaces;
- m) x. classroom furniture is to be specifically designed, ergonomic and comfortable.

SECTION 'C'

ACADEMIC PHILOSOPHY AND SERVICES

Course Type	No of Lessons Per Week	Frequency Per Annum	Duration Per Course	Day/Evening Per Course	Class Size

d) If your school has foreign participation in its structure, how does this influence your academic programmes?

e) Outline how your proposal will enhance the existing range of ELT Schools in Malta and how it widens the choice of different educational programmes available to foreign students.

f) Outline below your proposed staffing strategy for the Academic components of your programme.

Director of Studies

Name / Surname: _____

I.D. Number: _____

Permit N°: _____

Qualifications: _____

g) The applicant shall submit a detailed C.V. of the Director of Studies including references, if applicable, to any enquiry or disciplinary action by any court, authority, regulatory or professional body.

h) Teaching Staff

Name/Surname:	I.D. N°:	Permit N°:	Qualifications:	Experience:

SECTION 'D'

MARKET ASPECTS

a) What market demands have you identified to support your application for a new ELT School in Malta or Gozo?

b) If your school has foreign participation in its structure, how does this contribute towards meeting your market demands?

c) Indicate the countries where these market demands have been identified.

d) What types of distribution/sales networks do you propose to employ to sustain your operation?

e) In which ways is the Malta ELT Product not already being serviced by your distribution/sales networks?

f) Give the projected percentage number of students under 18 years of age who would be making up your annual student population. _____%

g) The applicant shall provide:

h.1) Two letters of Intent from its distribution/sales network in support of this application.

h.2) A draft sample of any promotional material.

SECTION 'E'

NON-ACADEMIC SERVICES

Non-academic services are to be provided in accordance with Legal Notice 221 of 2015.

a) Give details on how you intend to provide for a counselling and information service to students and the areas you intend to cover through such a service.

b) State if your school proposes to provide an "all-inclusive package" as defined in Legal Notice 221 of 2015.

c) If your school proposes to provide non-academic services directly to the student, give details as to how the school shall protect the students' interests in each of the following sectors:

c.1) students who have not attained the age of eighteen years:

c.2) the provision of accommodation or lodging services:

c.3) the provision of local transportation services:

c.4) the provision of cultural activities;

c.5) the provision of leisure and entertainment activities:

d) If your school proposes to provide non-academic services through its agents or subcontractors, give details as to how it will cater for:

d.1) students who have not attained the age of eighteen years:

d.2) the provision of accommodation or lodging services:

d.3) the provision of local transportation services:

d.4) the provision of cultural activities:

d.5) the provision of leisure and entertainment activities:

SECTION 'F'
DECLARATION

- a) I declare that the information submitted in this application and its appendices is full and correct.
- b) I undertake to advise the ELT Council of any changes effected under; 'PARTICULARS OF APPLICANT' within 14 days of these changes coming into effect.
- c) This application is being submitted in terms of the Education Act Cap 327 and Legal Notice 221 of 2015 "ELT Council Regulations" and any amendments thereto.
- d) I undertake to submit any further information that the ELT Council may require in considering this application.
- e) I undertake to take out a public liability insurance cover prior to the commencement of operations in the event that a licence is granted.

Signature of Proposer on behalf of Applicant/Applicant.

Signed

Date

Name in Block letters