

APPLICATION FORM FOR HOME TUITION PROVIDER LICENCE

SECTION 'A' PARTICULARS

ELT Permit N°:

Name:

Surname:

Gender:

Nationality:

ID/Passport N°:

Date of Birth:

Tel N°:

Mobile N°:

Email:

Address:

Post Code:

Country:

Non-EU Nationals ONLY

Work Permit N°:

Work Permit Expiry Date:

Passport N°:

Passport Expiry Date:

SECTION 'B'

INFORMATION ABOUT THE TUITION PREMISES

The tuition will take place at the:

☐ Residence of the Home Tuition Provider

Residence Address

Tel N°:

Mobile N°:

Email:

Website:

If the tuition is taking place at the student's accommodation premises, kindly specify all the details below:

Applicant must:

- ☐ have a valid ELT Permit;
- ☐ has at his disposal and is responsible for, the management, or is in control, of a residence in which he regularly resides which has been inspected and approved by the Council as fit and proper to receive, accommodate and teach English to speakers of other languages, is in possession of a licence for the purpose of receiving student guests in the home by the Malta Tourism Authority;
- ☐ have a minimum of 750 ELT contact hours to adults in a School spread over no less than twelve cumulative months, certified by the Director of Studies of the respective School;
- ☐ have the competences and skills to carry out an English language training needs analysis, design and implement appropriate syllabi and select materials therefor, all certified by the Director of Studies of the School;
- ☐ provide a quiet area or room equipped with learning facilities in the residence that is conducive to study and concentration where formal lessons can be held and where the learner can freely undertake independent study at any and all times;
- ☐ submit a declaration by a warranted Health and Safety Officer that the premises satisfies the Health and Safety requirements. This is required every two years to retain a license;
- ☐ submit a health and safety action plan that identify specific recommendations and completion deadlines;
- ☐ submit copies/links of advertising and promotional material used to advertise services.

N.B. The applicant must provide proof of the above.

Other Notes:

1. The Home Tuition Provider shall be responsible for the day-to-day running of the formal and non-formal tuition programmes and management of the residence as well as for the comfort and general welfare of the student and, without prejudice to generality of the aforesaid, the duties and responsibilities shall include:
 - (a) satisfying at all times the academic criteria and standards of these regulations, licence conditions and Council rules established by the Council from time to time;
 - (b) designing formal tuition course syllabi, non-formal learning processes and selecting course and free time materials and implementation;
 - (c) carrying out needs analyses, setting and overseeing learning objectives, maintaining academic standards and progress and determining the outcomes of each course;
 - (d) attending to formal, non-formal and informal academic issues, the academic progress of the student and resolving issues and complaints;
 - (e) maintaining proper academic records including a course register, formal tuition course syllabi, non-formal learning processes, student name, attendance, performance and final outcome records of formal tuition sessions;
 - (f) reporting to the Council on all formal and non-formal academic matters;
 - (g) complying with all reporting requirements which may lawfully be requested by the Council from time to time in an accurate and timely manner;
 - (h) complying with all applicable laws and regulations, licence conditions, Council rules as per L.N. 221 of 2015 and any quality assurance measures in force from time to time.
2. No Home Tuition Provider shall provide tuition to more than four persons simultaneously or accept and accommodate in his residence at any one time more than four persons and simultaneously provide tuition.

I understand that the personal data provided on this form will be processed in accordance with the principles of General Data Protection Regulation (EU 2016/679) and the Data Protection Act (CAP440). Personal data will not be shared with third parties without your consent unless authorised by law, or processed for reasons incompatible from those for which it was originally collected. You have the right to access the information being kept about you at any time. For more information, please refer to our Data Protection and Retention Policies found on our website: eltcouncil.gov.mt

I the undersigned, hereby apply for the home tuition provider licence in terms of Legal Notice 221 of 2015 and declare that the information provided above is true and correct.

Signature:

Date:

Payment Details:

A fee of €100 is applicable. Cash payments are not accepted.
Cheques are to be made payable to the **Permanent Secretary, MEDE**.

Should you wish to pay by bank transfer, please find details below:

ELT Council
IBAN: MT50VALL22013000000040024768061
Sort Code: VALLMTMT

Please state '**Home Tuition Provider Licence**' on the transfer details, and email us the transfer code and bank account holder details.

© ELT Council January 2020

ELT Council
Ministry for Education and Employment (MEDE)
Great Siege Road, Floriana, VLT 2000, Malta

Tel: (+356) 2598 1240/1/2/3/4
Email: info.eltcouncil@gov.mt
Website: eltcouncil.gov.mt

