

ENGLISH AS A FOREIGN LANGUAGE (EFL) Monitoring Board Proposed Prerequisites for EFL Schools Licensing

In preparing a submission to the EFL Monitoring Board, Ministry of Education and National Culture, for the establishment of a new or the extension of an existing EFL School, applicants should give careful consideration to the following:

1. Structure Plan

Policy SOC 15 indicates that 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 EFL schools in relation to other areas and applications for the siting and licensing of a new EFL 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 EFL 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 60 of 1996 -
National Minimum Conditions (Schools Teaching English as a Foreign Language) Regulations, 1996
especially Schedule:
part A, Classroom Accommodation;
part B, Academic Staff;
part C, Non-Academic matters.
- c) Legal Notice 133 of 1998
- d) The Consumer Protection Act 1994

Applications must be completed and forwarded to the :

The Executive Secretary
EFL Schools Monitoring Board
Ministry of Education
FLORIANA CMR 02

SECTION 'A'
PARTICULARS OF PROPOSER

A1.0 Name of Proposer on behalf of Applicant:

I. D. N° _____ Passport N° _____

A1.1 Personal address: _____

Tel N°: _____ E mail: _____

Fax N°: _____

A1.2 Nationality: _____

PARTICULARS OF APPLICANT

A2.0 Name of Applicant:

A2.1 Personal/Registered Address: _____

Tel N°: _____ E mail: _____

Fax N°: _____

A2.2 I. D. N° _____ Passport N° _____

Company Registration N° _____

Nationality: _____

A3.0 **Legal Personality of Applicant**

- | | |
|----------------------------------|---|
| a) Wholly owned by Proposer | Yes /No
(Please circle where applicable) |
| 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) _____ | |

A3.1 Details of Persons/Body Corporate being Partners/Shareholders/Members of above.

Name **Address** **Nationality** **I.D./Passport No.** **POSITION**

A4.0 The applicant shall provide a copy of the Memorandum and articles of Association/Statute.

A5.0 Proposed Name of School: _____

A6.0 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.

A7.0 Name of Director of Studies: _____

A8.0 Name of Administrator _____
The applicant shall submit a detailed C.V. of the Administrator including I.D. number and references, if applicable, to any enquiry or disciplinary action by any court, authority, regulatory or professional body.

A9.0 This application is being submitted specifically for the licensing and running of an E. F. L. School where the E. F. L. programme shall be the main activity of the school. Where the applicant proposes to run other educational programmes besides E. F. L. Courses, the applicant is required to complete the following :

Other Educational Programmes:

	<u>Discipline/Subject</u>	<u>Frequency Per Annum</u>	<u>Duration Per Course</u>	<u>Day/Evening</u>	<u>Capacity Per Course</u>
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

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

B2.1 Give the maximum number of students that the School can accommodate at any one time of the day? _____

B2.2 List of Eligible Spaces/Facilities :
Please tick where Space/Facility is provided and give dimensions and area.

		Dimensions (metres)	Area (m ²)
eg.	Offices	_____	_____
	Garden	_____	_____
	Cafeteria	_____	_____
	Library	_____	_____
	Hall	_____	_____
	Teachers' Room	_____	_____
	Reception Area	_____	_____
	Audiovisual Room	_____	_____
	Others	_____	_____

B3.0 The applicant is to report that the design and layout for the proposed EFL school buildings provides for:

B3.1 an easy flow of students and the provision of opportunities for these to mix and speak;

B3.2 classrooms which are conducive to learning, are independent, enjoy natural fresh air and natural lighting through the availability of sizeable windows, do not depend exclusively upon artificial lighting;

B3.3 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 1.85 sqm if chairs with writing arms are to be used, or 2.30 sqm if the furniture is to consist of chairs and desks/tables;

B3.4 classrooms of space smaller than the minimum floor area stated in paragraph B3.3 shall not be utilised for group tuition;

B3.5 the physical dimensions of classrooms shall furthermore be such that the depth does not exceed twice the width;

B3.6 the main access routes serving the individual teaching areas to have a minimum width of 2.0m in the case of premises whose maximum capacity is less than 70 students, and a minimum width of 2.4m if the maximum capacity is over 70 students;

B3.7 where possible, the transition from an access route to a classroom, to be through an ante-room or space that serves as a buffer zone from the "noise generating" areas;

- B3.8 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;
- B3.9 ancillary spaces for self-study in line with trends in the EFL profession represented by a minimum of 8% of maximum capacity in the case of a capacity of less than 70 students, and of 5% otherwise, whereby the self-study area per individual is represented by 2.30 sqm;
- B3.10 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;
- B3.11 the anticipated year-round anticipated population of the proposed operation 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;
- B3.12 materials and décor that conform to the relevant international fire regulations and health and safety regulations for public spaces;
- B3.13 classroom furniture is to be specifically designed, ergonomic and comfortable;

SECTION 'C'
ACADEMIC PHILOSOPHY AND SERVICES

C1.0 Provide a profile of the methodology/s adopted for your academic programme/s.

C2.0 Provide details of the Staff training programmes (if any) adopted by your school.

C3.0 Outline the types of courses offered according to market segments.

<u>Course Type</u>	<u>No of Lessons Per Week</u>	<u>Frequency Per Annum</u>	<u>Duration Per Course</u>	<u>Day/Evening Per Course</u>	<u>Class Size</u>
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C4.0 If your school has foreign participation in its structure, how does this influence your academic programmes?

C5.0 Outline how your proposal will enhance the existing range of EFL Schools in Malta and how it widens the choice of different educational programmes available to foreign students.

C6.0 Outline below your proposed staffing strategy for the Academic components of your programme.

C6.1 **Director of Studies**

- a) Name / Surname: _____
- b) I.D. Number: _____
- c) Qualifications: _____
- d) 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.

C6.2 **Teaching Staff**

Names	I.D. N°	Qualifications	Experience
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION 'D'
MARKET ASPECTS

D1.0 What market demands have you identified to support your application for a new EFL School in Malta or Gozo?

D2.0 If your school has foreign participation in its structure, how does this contribute towards meeting your market demands?

D3.0 Indicate the countries where these market demands have been identified.

D4.0 Do you propose to run a summer operation only or an all-the-year-round operation?

D5.0 What types of distribution/sales networks do you propose to employ to sustain your operation?

D6.0 In what ways is the Malta EFL Product not already being serviced by your distribution/sales networks?

D7.0 Give the projected percentage number of students under 18 years of age who would be making up your annual student population. _____%

D8.0 The applicant shall provide:

D8.1 Two letters of Intent from its distribution/sales network in support of this application.

D8.2 A draft sample of any promotional material.

SECTION 'E'
NON-ACADEMIC SERVICES

Non-academic services are to be provided in accordance with Part C of Legal Notice 60 of 1996.

E1.0 Give details on how you intend providing for a counselling and information service to students and the areas you intend to cover through such a service.

E2.0 State if your school proposes to provide an "all-inclusive package" as defined in Legal Notice 60 of 1996.

E3.0 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:

E3.0.1 students who have not attained the age of eighteen years:

E3.0.2 the provision of accommodation or lodging services:

E3.0.3 the provision of local transportation services:

E3.0.4 the provision of cultural activities;

E3.0.5 the provision of leisure and entertainment activities:

E4.0 If your school proposes to provide non-academic services through its agents or sub-contractors, give details as to how..

E4.0.1 students who have not attained the age of eighteen years:

E4.0.2 the provision of accommodation or lodging services:

E4.0.3 the provision of local transportation services:

E4.0.4 the provision of cultural activities:

E4.0.5 the provision of leisure and entertainment activities:

SECTION 'F'
DECLARATION

- F1.0 I declare that the information submitted in this application and its appendices is full and correct.
- F2.0 I undertake to advise the Monitoring Board of any changes effected under SECTION A 'PARTICULARS OF APPLICANT' within 14 days of these changes coming into effect.
- F3.0 This application is being submitted in terms of the Education Act Cap 327 and Legal Notice 60 of 1996 "National Minimum Conditions (Schools Teaching English as a Foreign Language) Regulations 1996 and any amendments thereto.
- F4.0 I undertake to submit any further information that the Monitoring Board may require in considering this application.
- F5.0 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.

Signed _____

Name in Block letters _____

Date _____

