

QUALITY ASSURANCE
IN ENGLISH LANGUAGE
TEACHING

29 September 2015

Ms Anne Consentino
Acting General Manager, Education
AMES Victoria
GPO Box 4381
MELBOURNE VIC 3001

REF: OSA15SEP29

Dear Anne

AMEP Review 2015 – Melbourne Central

I am writing to thank the staff of Melbourne Central for their participation in the recent AMEP on-site assessment conducted by NEAS.

The reporting process has now been completed. I am pleased to advise that service delivery in the Melbourne Central contract region has been assessed as generally meeting AMEP standards.

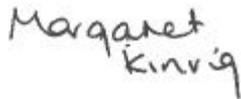
It was recommended, however, that the matter(s) included on the accompanying page, headed *Attachment A: Areas of non-compliance with AMEP standards*, be brought to your attention. Please note that, where indicated, areas of non-compliance will need to be satisfactorily addressed within 28 days of the date of this letter, ie 26 October 2015.

Note: A copy of this letter has been forwarded to the Department of Education and Training (DOET). Please ensure that any reply to NEAS is also copied to your DOET Contract Manager.

NEAS will contact you prior to the next annual review to seek an update of provider information. If there are any changes to provider information in the meantime, please advise NEAS in writing through amep@neas.org.au.

On behalf of NEAS, I thank you for your cooperation in quality assurance procedures. Should you have any queries, please do not hesitate to contact us.

Yours sincerely



Margaret Kinvig
Coordinator, Government Liaison

Attachment A: Areas of non-compliance with AMEP standards

Melbourne Central

29 September 2015

Section B PROFESSIONAL AND ADMINISTRATIVE STAFF

Requirement	Teachers are qualified in accordance with the licensing requirements of the Certificates in Spoken and Written English.
Observation	Evidence that Merryn Lowe holds a Bachelors degree according to the licensing requirements was not available.
Required Response	Evidence that Merryn Lowe holds a Bachelors degree.
Due	27 October 2015

Requirement	AMEP counsellors are suitably qualified in educational counselling, vocational counselling, social work or related field.
Observation	Kathryn Williamson does not hold an appropriate qualification to perform this role.
Required Response	Evidence that Kathryn Williamson has actively engaged in a positive pathway to obtain a relevant qualification or has been removed from counselling duties and these duties have been reallocated accordingly.
Due	27 October 2015

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