PP02 ASSESSING STUDENT'S QUALIFICATIONS, EXPERIENCE AND ENGLISH PROFICIENCY POLICY AND PROCEDURE

PURPOSE

This policy and procedure establishes the framework for assessing a prospective student's qualifications, experience and English language proficiency requirements to ensure they are eligible for entry into a course of study with Southern Cross Education Institute.

SCOPE

This policy and procedure applies to all students enrolling in a course, Education agents and all staff involved in the enrolment of students into a course of study with Southern Cross Education Institute.

DEFINITIONS

Applicant	Refers to an individual applying for enrolment in a course of study
Campus	An education facility or site of the registered provider where classroom-based teaching or off the job training occurs
Course	A course of study
CRICOS	The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the register prescribed under Section 10 of the ESOS Act
DIBP	Department of Immigration and Border Protection
eCOE	electronic Confirmation of Enrolment
Education Agent	A person or organisation (in or outside Australia) who recruits overseas students and refers them to education providers. In doing so, the education agent may provide education counselling to overseas students as well as marketing and promotion services to education providers.
English language proficiency	The ability of a student to use the English language to make and communicate meaning appropriately in spoken and written contexts while completing their course of study.
electronic Confirmation of Enrolment	A document, provided electronically, which is issued by the registered provider to intending overseas students and which must accompany their application for a student visa. It confirms the overseas student's eligibility to enrol in the particular course of the registered provider
Institute	Southern Cross Education Institute
International student	A person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act, but does not include students of a kind prescribed in the ESOS Regulations
National Code	The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
Qualification	An AQF qualification endorsed in a Training Package or accredited in a VET accredited course
Registered Providers	The process whereby a provider is recommended by a designated authority for registration under the ESOS Act to provide a specified course in that state to overseas students; and the provider is registered by the Secretary of DEST on CRICOS
SCEI	Southern Cross Education Institute

POLICY

1. All applicants applying for a course of study at Southern Cross Education Institute need to provide evidence of English language proficiency, experience and prior qualifications.

2. The student's prior qualifications and prior experience will be assessed to ensure they meet the entry requirements of the course and to assess for credits and/or RPL.   Please refer to PP15 Course Credit and PP80 RPL policies and procedures.

3. It is essential that applicants have the English language proficiency skills to successfully complete the learning and assessment requirements of their chosen course of study as reflected in the relevant Training Package, Accredited Course and Australian Qualifications Framework.

4. Not all courses offered at SCEI require the same level of English language proficiency. Students are advised to read the course entry requirements in relation to English language proficiency levels and accepted English language test

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certificates.

5. SCEI acknowledges the Department of Home Affairs (DHA) minimum English language proficiency standards for international applicants and in addition requires that a minimum score must be achieved in all parts of the test.

6. Applicants who do not have adequate English language proficiency for admission to SCEI can be admitted to an English as an additional Language (EAL) course (domestic students ONLY) or a General English course (international students only). Upon completion of the EAL or General English course, students' English proficiency will be evaluated to determine whether additional EAL or General English coursework is necessary to achieve English proficiency or the student will be directly admitted to their qualification course of choice.

7. SCEI has designed its training and assessment strategy for each course to support the student in developing general and discipline specific language proficiency as part of the standard learning expected within the course, including the achievement of foundation skills.

8. SCEI has processes in place to monitor and develop the student's English language proficiency throughout their studies whilst recognising that students themselves play an active role developing their proficiency during their studies.

9. SCEI trainers and assessors are required to undergo professional development activities to increase their understanding of and skills in the development of students English language proficiency (example *TAELLN401a Address Adult Language, Literacy and Numeracy Skills*)

10. SCEI recognises qualifications and Statements of Attainment issued by another education or training provider.

11. SCEI assesses each student's prior experience as it relates to the course of study the student is enrolling, to determine if Recognition of Prior Learning (RPL) is applicable. In such cases where prior experience is relevant to the course of study, then PP80 RPL Policy and Procedure should be followed.

PROCEDURE

A. International Students

On receipt of a completed FOR24 Application to Study form and attached certified evidence of English language proficiency and prior qualifications the enrolment officer or authorised delegate will assess the application and make a decision on whether the applicant meets the required English language proficiency qualification levels in accordance with the course entry requirements.

If the student meets the English language proficiency and/or qualification requirements as well as other entry requirement for the chosen course of study the student will be issued with a *Letter of Offer*. The Letter of Offer may have conditions that the student needs to address prior to commencing their chosen course of study. These conditions may include completion of a General English course.

SCEI may request an applicant to undertake the SCEI language, literacy and numeracy indicator test and/or formal interview where there is concerns over authenticity of evidence of English language proficiency test results or that the student has adequate English language proficiency to meet the course learning and assessment requirements of the course.

An applicant will be deemed to have sufficient English language proficiency if they satisfy one of the following three requirements.

1. The successful completion of one of the following Australian or overseas qualifications within the preceding two years of receipt of the FOR24 Application to Study form. Students meeting these requirements will be required to undertake SCEI's English language placement test and achieve the required level for entry into the course.

Australian Qualifications

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a) Senior secondary qualification (VCE or equivalent)
b) One or more years of full-time (part-time equivalent) post-secondary school studies
c) Completion of a post-secondary school qualification

Overseas Qualifications
1. Senior secondary qualification with a pass in General English
2. One or more years of full-time (part-time equivalent) post-secondary school studies where the sole language of instruction and assessment was in the English language
3. International students who are citizens of the following countries are not required to provide evidence of English language proficiency provided they have at least one assessable qualification at Senior secondary (VCE) or above from one of these countries and the language in which they undertook the qualification was solely English.

- Canada (excluding Quebec)
- Fiji
- Ireland
- Kenya
- New Zealand
- Papua New Guinea
- Singapore
- Solomon Islands
- South Africa
- United Kingdom
- United States of America
- Samoa
- Zambia

2. English Language Requirements for International Students

he student is applying from a Student Visa Country Assessment Level 3 , they are required to provide an IELTS or equivalent test result. The test result must have been completed within the preceding two years of commencement of the course of study.

3. English Language Entry requirement all Vocational Courses (except Diploma of Nursing)

Test	Certificate II to Advanced Diploma
IELTS (Academics)	5.5 (with no individual band score less than 5.0)
TOEFL (iBT)	Overall score of at least 46 (no writing/speaking score less than 15 and no reading/ listening score less than 6)
TOEFL (paper based)	527 (including a score of 3.5 or more in the Test of Written English)
OET	Pass
Pearson PTE	Overall score of at least 42 (with no score less than 35)
Cambridge English	Overall score of at least 47

4. English Language Entry requirement for Diploma of Nursing Applicants Only

Ways of demonstrating English Language competency	Details
English is a primary language	- completed at least six years of primary and secondary education taught and assessed in English including at least two years between years 7 and 12,
Extended Educational Pathways	- completion of five (5) years*(full-time equivalent) of education taught and assessed in English, in any of the recognised countries. Five (5) *years* (full-time equivalent) can be a combination of: o vocational and secondary education taught and assessed in English; or o tertiary and vocational education taught and assessed in English; or o combined tertiary, secondary and vocational education taught and assessed in English; or o tertiary education taught and assessed in English
English Language Test	- **IELTS** (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening,

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reading, writing and speaking) or
- **OET** with a minimum score of B in each of the four components (listening, reading, writing and speaking) or
- **PTE** Academic with a minimum overall score of 65 and a minimum score of 65 in each of the four communicative skills (listening, reading, writing and speaking or
- **TOEFL iBT** with a minimum total score of 94 and the following minimum score in each section of the test:
  - 24 for listening,
  - 24 for reading,
  - 27 for writing, and
  - 23 for speaking

Note: All international students will also be required to complete ACER Numeracy test to identify their numeracy skills which will enable SCEI to put additional support in place to applicants who have achieved a score below working level 3 exit level 4.

5. <u>International Students who do not meet the English Language requirements - All courses (excepted Nursing)</u>

Students who do not meet the English language proficiency requirements can apply for entry into one of SCEI's General English courses.
- The level of General English course the student applies is determined by their IELTS or equivalent test score or General English Placement Test.
- English language proficiency requirements for entry into General English courses. The attainment of English language proficiency testing (i.e. IELTS) needs to have been completed within the preceding two years of commencement of the course of study.

Course	Entry IELTS requirement	SCEI General English Placement Test Score
General English – Beginners	IELTS test score <3.0	0 – 19 marks
General English – Elementary	IELTS test score 3.5	20 – 39 marks
General English – Pre-Intermediate	IELTS test score 4.0	40 – 59 marks
General English – Intermediate	IELTS test score 4.5	60 – 79 marks
General English – Upper Intermediate	IELTS test score 5.0	80 – 100 marks

Upon completion of the General course, students may be directly enrolled in the course of study they initially enrolled or progress to the next level of General English to complete before commencing their primary course of study.

B. Domestic Students
1. On receipt of a completed FOR68 Application to Study form and attached certified evidence of prior qualifications the business development officer or authorised delegate will assess the application and make a decision on whether the applicant meets the required entry requirements for the course of study.
2. All applicants are required to undertake ACER Core Skills Profile for Adults LLN test as part of the enrolment process. Please refer to PP86 Language, Literacy and Numeracy Policy and Procedure.
3. Students applying to study in the HLT54115 Diploma of Nursing and wanting to access the VET student loans, in addition to meeting the English Language Entry requirement for Diploma of Nursing Applicants describe above, must also complete the ACER Core Skills Profile for Adults LLN test. Please refer to PP86 Language, Literacy and Numeracy Policy and Procedure.
4. Students applying to study a vocational course at a Diploma of Advanced Diploma Level and wanting to access VET student loans must complete the ACER Core Skills Profile for Adults LLN test. Please refer to PP86 Language, Literacy and Numeracy Policy and Procedure.
5. The student's prior qualifications and prior experience will be assessed to ensure they meet the entry requirements of the course and to assess for credits and/or RPL. Please refer to PP15 Course Credit and PP80 RPL policies and procedures.

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6. <u>Domestic students who do not meet the LLN requirements (all courses except Diploma of Nursing)</u>
   Students who do not meet the LLN requirements can apply for entry into one of SCEI's English as an Additional Language (EAL) course.
   - The level of EAL course the student applies is determined by their Foundation skills assessment score.
   - English language proficiency requirements for entry into EAL courses is as per the table below.

Course	FSAT test
Certificate I in EAL (Access)	ACSF exit level 1 in reading and numeracy
Certificate II in EAL (Access)	ACSF exit level 1 in reading and numeracy
Certificate III in EAL (Further Study)	ACSF exit level 2 in reading and numeracy
Certificate IV in EAL (Further Study)	ACSF exit level 3 reading, writing and numeracy

   - Upon successful completion of the EAL course, students will be directly enrolled in the course of study they initially enrolled.

C. Record Keeping

1. Verified records of student's English language proficiency test scores, prior qualifications and experience are stored in the student's administration file for a period of 7 years after cessation of the student's period of study.
2. Student administration files will be scanned and uploaded to the Student Management System in documents of the student's course enrolment.
3. Storage, archive, back-up and disposal of student documentation and records are as per PP25 Effective Records Management Policy and Procedure.

RELATED DOCUMENTS

- Student at Risk form
- International student brochure
- FOR24 Application to Study form (International)
- FOR68 Application to Study form (Domestic)
- PP04 Admission and Enrolment Policy and Procedure
- PP15 Course Credit Policy and Procedure
- PP25 Effective Records Management Policy and Procedure
- PP80 RPL Policy and Procedure
- PP86 Language, Literacy and Numeracy Policy and Procedure
- PP89 Verification of Qualification Policy and Procedure

LEGISLATIVE CONTEXT

- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, Standard 2.
- Education Services for Overseas Students Act 2000
- Standards for Registered Training Organisations (RTOs) 2015, Standard 1, Clause 1.7
- 2018 Standard VET Funding Contract Skills First Program; Clause 5 of Schedule 1

RESPONSIBILITIES

Responsibility for implementation of the policy and procedure are:
- Campus Manager
- Training Manager
- Administration Manager
- Sales and Marketing Manager
- Administration staff

Responsibility for monitoring the implementation and compliance of this policy and procedure are:
- Campus Manager
- Compliance Manager

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Author	Compliance Manager
Approved by	CEO
Effective date	23 January 2019
Version	9.5
Review date	January 2021

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