

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

PURPOSE

This policy and procedure establish the framework for assessing a prospective international 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
DHA	Department of Home Affairs
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.
eCoE (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. 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.
4. It is essential that international 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.
5. All applicants will be deemed to have sufficient educational background if they satisfy one of the requirements outlined international students course guide specified in the course entry requirements for each individual course.
6. All Applicants (except Diploma of Nursing) will be deemed to have meet the English Language requirements if they satisfy one of the following two requirements:
 - 6.1. Candidates originating from student visa assessment levels 1 and 2 without the required IELTS score can undertake Language, Literacy and Numeracy Indicator Test and meet the required LLN level outlined in the table 1 below. For information on student visa assessment levels, refer to Department of Home Affairs www.homeaffairs.gov.au

TABLE 1: Minimum literacy and numeracy levels	
AQF level	ACER Level
Certificate III level	ACSF level 2 in reading and numeracy
Certificate IV and above	ACSF level 3 in reading and numeracy
Diploma and above	ACSF level 3 in reading and numeracy

6.2. All other international applicants from an assessment level required IELTS score must provide evidence of an English test as outlined in the table 2 below.

TABLE 2: Minimum English Language Proficiency Test	
Test	Certificate III 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

7. All applicants applying to gain for Diploma of Nursing will be deemed to have meet the English Language requirements if they satisfy one of the following three requirements as per the Nursing and Midwifery Board of Australia (NMBA) guidelines. For more information please refer to <https://www.nursingmidwiferyboard.gov.au/registration-standards/english-language-skills.aspx>

Ways of demonstrating English Language competency	Details
English is the student's primary language:	<ul style="list-style-type: none"> supported by evidence of completion of at least six (6) years of primary and secondary education taught and assessed in English in one of the recognised countries*
five (5) years (full-time equivalent) continuous education	<ul style="list-style-type: none"> must provide evidence that you have successfully completed at least five (5) years (full-time equivalent) continuous education taught and assessed solely in English, in a recognised country, which includes vocational qualifications in the relevant professional discipline which you are relying on to support your eligibility for registration under the National Law. As the APHRA'S requirements SCEI will only accept the successful completion of five (5) years (full-time equivalent) continuous education that is a combination of: <ul style="list-style-type: none"> vocational and secondary education taught and assessed in English; or tertiary and vocational education taught and assessed in English; or combined tertiary, secondary and vocational education taught and assessed in English; or tertiary education taught and assessed in English

	<ul style="list-style-type: none"> The last period of education must have been completed no more than five years prior to applying for registration (no more than 3 years at the time of the proposed course commencement date)
English language tests	<ul style="list-style-type: none"> IELTS (academic module) with a minimum overall score of 7 and a minimum score of 7 in each of the four components (listening, 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: <ul style="list-style-type: none"> 24 for listening, 24 for reading, 27 for writing, and 23 for speaking

- For LLN course entry requirements for domestic students please refer to PP86 Language, Literacy and Numeracy Policy for local students.
- 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.
- International applicants who do not have adequate English language proficiency for admission to SCEI will be advised that their application cannot be accepted. They may be referred to go and complete a General English course with an external provider.
- SCEI recognises qualifications and Statements of Attainment issued by another education or training provider.
- 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.
- SCEI may request an international applicant to undertake the SCEI LLN test and/or formal interview, at any stage where there are concerns over authenticity of evidence of English language proficiency test results or where a trainer and assessors has identified that the student has inadequate English language proficiency to meet the course learning and assessment requirements of the course.

PROCEDURE

- From an assessment level 1 and 2 without the required IELTS score (except Diploma of Nursing)
 - Application for admission received by Business Development Officer (BDO)
 - The nominated BDO determines prospective student's eligibility for acceptance according to policy guidance outlined in 6.1, table 1 above, as well as PP04 Enrolment Process Policy and Procedure and course entry requirements.
 - If student application is deemed not eligible, BDO notifies the student in writing (ex; email)
 - If student application is deemed eligible, BDO proceeds to step 1.2.3
 - Issues a Letter of Offer outlining the condition that the student must undertake the SCEI LLN test upon either arriving in Australia or during orientation.

2. If and when the students accept the offer, the Enrolment Manager / delegate issues the student a eCoE ensuring that the conditions of enrolment are specified.
 - c. Students who score 1 level above required level outlined in table 1 will be required to meet with a course coordinator to discuss their results and will be provided with a LLN Robot Training Supplement and advised that upon the completion of the supplementary training they may resist the LLN test.
 - d. In case where a Student's LLN result is 2 levels above required level outlined in table 1, students be referred to refer the student to an external organisation specialising in General English Courses for further assistance or training. SCEI will provide the participant with a refund or a credit toward participating in a Southern Cross Education Institute training course later.
 - e. A copy of your LLN test results and other enrolment documents will be retained into SCEI Student Management System for at least five (5) years after the enrolment date and will be made available to the Australian Government on request.
2. All other international applicants from an assessment level required IELTS score (except Diploma of Nursing)
 - a. Application for admission received by Business Development Officer (BDO)
 - b. The nominated BDO determines prospective student's eligibility for acceptance according to policy guidance outlined in point 6.2, table 2 above, as well as PP04 Enrolment Process Policy and Procedure and course entry requirements.
 - i. If student application is deemed not eligible, BDO notifies the student in writing (ex; email)
 - ii. If student application is deemed eligible, BDO proceeds to step 1.2.3
 1. Issues a Letter of Offer outlining other conditions of enrolment (if any).
 2. If and when the students accept the offer, the Enrolment Manager / delegate issues the student a eCoE ensuring that the conditions of enrolment are specified (if any).
 - c. A copy of English proficiency test results and other enrolment documents will be retained into SCEI Student Management System for at least five (5) years after the enrolment date and will be made available to the Australian Government on request.
3. Diploma of Nursing applicants
 - a. Application for admission received by Business Development Officer (BDO)
 - b. The nominated BDO determines prospective student's eligibility for acceptance according to policy guidance outlined in point 7, table 3 above, as well as PP04 Enrolment Process Policy and Procedure and course entry requirements.
 - i. If student application is deemed not eligible, BDO notifies the student in writing (ex; email)
 - ii. If student application is deemed eligible, BDO proceeds to step 1.2.3
 1. Issues a Letter of Offer outlining other conditions of enrolment (if any.)
 2. If and when the students accept the offer, the Enrolment Manager / delegate issues the student a eCoE ensuring that the conditions of enrolment are specified (if any).
 - c. A copy of English proficiency test results and other enrolment documents will be retained into SCEI Student Management System for at least five (5) years after the enrolment date and will be made available to the Australian Government on request.

RELATED DOCUMENTS

- Application to Study form (International)
- Letter of offer (International Students)
- PP04 Enrolment Policy and Procedure
- PP15 Course Credit Policy and Procedure
- PP25 Effective Records Management Policy and Procedure
- PP80 RPL 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 2015

RESPONSIBILITIES

Responsibility for implementation of the policy and procedure are:

- QA Manager
- Course Coordinator Diploma of Nursing
- Administration Manager
- Enrolment Manager
- Business Development Officer
- Administration staff

Responsibility for monitoring the implementation and compliance of this policy and procedure are:

- QA Manager

Author	QA Manager
Approved by	Chief Executive Officer
Effective date	May 2023
Reviewed	31 May 2016; 1 May 2017; 25 May 2019; 26 May 2021
Version	V10., V10.1
Review date due	May 2024