

**Barton College****Policy Number: BP52****Policy: English Language Assessment Policy and Procedure**

RTO Name: Barton College

RTO Number (TOID): 22048

CRICOS Number: 02908F

Contact Officer: Director of Studies (DOS)

Version Number: 3.0

Refer to "review processes" section below for information on the process for policy review.

Policy context: This policy relates to:

Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
SRTOs 2015	ELICOS Standards 2018
Context	<ul style="list-style-type: none">Education Services for Overseas Students Act 2000Education for Overseas Students Regulations 2001 <p>The National Code of Practice for Registration Authorities and Providers of Education and Training to International students (The National Code) 2018.</p>

1. Purpose

This policy sets out the assessment of English level of applicants, for admission into BC ELICOS and vocational courses. The aims of the policy are two-fold:

1. To ensure correct and clear procedures are in place and followed when it comes to assessing students' English ability, before enrolment and placement in BC courses.
2. To maximise the students positive learning experience at BC from pre-enrolment through to completion of their course.

For the purposes of this policy, the term "BC" refers to Barton College.

2. Terms and definitions

ASQA	means Australian Skills Quality Authority, the national VET regulator and the RTO's registering body
ELICOS	English Language Intensive Courses for Overseas Students
Standards	means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework which can be accessed at www.asqa.gov.au
DHA	Department of Home Affairs.
ESOS Act:	The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.

National Code: The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act 2000, as amended from time to time.

CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.

AQF Australian Qualifications Framework

IELTS International English Language Testing System

TOFEL Test of English as a Foreign

3. **Policy statement: Our commitment**

BC is committed to maintaining compliance with all regulatory, legislative and contractual requirements.

Specifically, we will:

- Ensure that all relevant staff have access to the policy
- Ensure staff know their obligations and responsibilities
- Ensure staff know their limitations

4. **Student Visa Requirements**

It is the student's responsibility to check the regulations for their specific visa type (student, working holiday, tourist) and nationality (category 1, 2, 3, 4, 5) and ensure that they are allowed to study in Australia under a VET or ELICOS visa. Some nationalities are required to do a pre-visa assessment before being granted a visa to study in Australia.

If a student is from a country in Category 1 or 2 you can study on any one of the following visas:

- Visitors visa
- Working holiday visa
- Student visa (VET - Vocational Education and Training Subclass 572, or ELICOS)
If a student is from a category 3, 4 or 5 country they may need to provide an IELTS test score and undergo a pre-visa assessment (PVA) before any visa will be granted.
DHA regulations for students applying for a VET student visa from countries categorised 3, 4 or 5.
– If applying:
 - for direct entry into the Certificate III in Fitness course, the student must have an IELTS score of 6.5 or above, with no band score lower than 6.0. (These are the requirements set out by the course accreditation document).
 - for direct entry into the Certificate IV in TESOL course, the student must have an IELTS score of 6.5 or above, with no band score lower than 6.0. (These are the requirements set out by the course accreditation document).
 - to do an ELICOS course before the main course, the student must have an IELTS score of at least 3.5. The student can study a preliminary English course for up to 40 weeks.

5. **Pre-Enrolment Requirements**

It may be determined that prior study in English is sufficient proof of English ability. In order to meet this requirement, students must have:

- Completed Year 12 in Australia
- Completed secondary studies in a country where English is the official language, with a pass in final year English (equivalent to HSC English band 4 or above)
- AQF Qualification Certificate III and above in any discipline

Onshore Students	
BC Placement Tests	Students who do not have any evidence of their English level, can do an onsite English test. The BC Placement provides the information necessary to judge if a student's English level is appropriate for their chosen course. Students do the test at BC under the supervision of a member of staff, as nominated by the ELICOS Director of Studies.



Offshore Students – English Requirements and Testing Process by course	
Vocational Qualifications	<p>Applicants will be deemed to have satisfied the English Language requirements for entry into any BC vocational course, if they can provide evidence that they meet one of the following criteria:</p> <ul style="list-style-type: none">• Strong upper-intermediate level with a certificate from a NEAS accredited ELICOS college• IELTS overall score of 5.5 (or equivalent) with no band score less than 5.0. The IELTS test should be taken no more than 12 months prior to a student undertaking the course• AQF qualification Certificate III and above in any discipline <p>In all cases, test results or study must not be more than 1 year prior to study at BC. Students must also be over 18 to gain entries.</p>
BC English language courses	<p>Students do not need to meet a specific level of English to enroll in our General English program. A placement test is taken by students who do not have any evidence of their English level. Students wishing to study on the EAP course need an entry level of IELTS 5.0 (or equivalent). If their placement test results indicate a level lower, they will need to be enrolled in the General English course until they have reached the desired level.</p>

6. General Processes and Procedures

As a general rule, students should estimate that they will need 20 weeks of English study in an English-speaking country to raise their level by 1.0 of IELTS.

Students needing extra English can apply for a “package” of General English study + their desired course here at Barton College.

1. Application Form	
For ELICOS Courses	<p>All enrolment application forms must clearly state the English entry requirement for each course, where applicable. This is determined by the scores on the specific offshore and onshore placement/qualifying tests for each course. All application forms and letters of offer state that entry is dependent on ‘the student meeting the language requirements for the course’.</p> <p>Students will be issued with a Letter of Offer and then Confirmation of Enrolment (CoE), based on BC’s offshore pre-enrolment tests. However, once the onsite testing has been conducted, it may be judged the student’s English ability is not appropriate for the course. See point 5 in this document and consult the BC Conditions of Enrolment for further information relating to this scenario.</p>
For Vocational Courses	<p>All enrolment application forms clearly state the English entry requirement as IELTS 5.5 or equivalent. All applications must include evidence of English language ability, as specified by BC, in order to be granted full acceptance into a vocational course.</p> <p>Students will be issued with a Letter of Offer and then Confirmation of Enrolment (CoE). However, once the onsite testing and interview has been conducted it may be judged the student’s English ability is not appropriate for the course. See point 5 in this document and consult the BC Conditions of Enrolment for further information relating to this scenario.</p>
2. Enrolment Test and Interview	
	<ul style="list-style-type: none"> • BC will contact student to attend a placement test • Students will attend BC and complete placement test • BC contacts student to inform them of provisional acceptance or not. • BC may decide a pre-enrolment interview is necessary for some students. • If student is accepted, then they will sign a completed enrolment form with payment. <p>The student arrives at BC and complete an enrolment test (LLN test for a VET course).</p> <p>BC can refuse entry to courses at any stage of the application process, even after tuition fees have been paid, if it is judged that the student’s English is not yet strong enough.</p> <p>Students are made aware on their Letter of Offer, that a place in a vocational course is ‘subject to meeting the language requirements for the course’ and therefore not guaranteed until they have reached the Upper-Intermediate level of English (if other language proficiency evidence is not provided).</p>
3. Students who don’t meet the English entry requirements	
	<p>If BC judges that a student’s English level isn’t appropriate for their desired course, they will be placed in an appropriate level of class, within their visa regulations. The new class or course may have fewer lessons and a different curriculum. Students who do not have the ability to undertake any course being offered may be required to cancel their studies with BC and no refund will be given, unless this occurs 28 days before course commencement.</p>

7. Continuous Improvement

A summary of all quality planning and management related matters and concerns will be presented as a part of the Continuous Improvement policy and procedure at the Management Meeting for review. The purpose of this is to ensure management become aware of:

- repeat issues
- common threads relating to the compliance and quality assurance.
- (when viewed collectively) any general adverse trend that needs correcting

8. Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy. You can obtain this policy by contacting us at admissions@barton.edu.au or read it online via our website www.barton.edu.au.

9. Publication

This policy, once approved, will be available to all students on the college website.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

10. Review processes

Policy review frequency: Annually	Responsibility for review: Director of Studies (DOS)
Documentation and communication: Describe how the policy decisions will be documented and communicated	
Version 1.0 <ul style="list-style-type: none"> • Policy is reviewed for grammatical errors • Policy is uploaded on college website 	