

English Language Proficiency Policy

Policy Category	Academic		
Document Owner	Dean		
Responsible Officer	Registrar		
Review Date	26/03/2021		
Related Documents	<i>Admissions Policy Admissions Procedure English Language Proficiency Procedure Equity and Diversity Framework Information for Students Policy Information for Students Procedure Legislative and Regulatory Compliance National Code Compliance Student Support Framework</i>		
Version	Authorised by	Approved	Effective Date
1.1	Academic Board	26/03/2018	26/03/2018

1. Context

This Policy supports Waratah Institute's (the 'Institute') commitment to the integrity of its programs and associated awards.

This Policy details the English language proficiency level required for students to gain admission to Waratah Institute and the rationale informing these requirements.

2. Definitions

Australian Qualifications Framework (AQF): Australia's national policy for regulated qualifications. It encompasses higher education, vocational education and training and school education and provides for national recognition and a consistent understanding of what defines each qualification type.

Domestic student: Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

English language proficiency: the ability to successfully use the English language to communicate meaning in an academic and discipline context, in both verbal and written form.

Higher Education Standards Framework (Threshold Standards) 2015: these standards are the basis for the regulation of higher education providers and courses in Australia by the Tertiary Education Quality and Standards Agency (TEQSA).

Overseas student: a student who is not a domestic student and who may hold a student visa and is protected by the *Education Services for Overseas Students Act 2000* legislative framework.

Qualification: the result of an accredited complete program of learning that leads to formal certification that a student has achieved learning outcomes as described in the Australian Qualifications Framework.

3. Scope

This Policy applies to overseas and domestic applicants for admission into all Waratah Institute programs who have not studied at the secondary level in English.

4. Principles

The key principles informing this Policy are:

- commitment to complying with Waratah Institute's obligations as set out in the *Higher Education Standards Framework (Threshold Standards) 2015* and to ensuring that the students it accepts are sufficiently competent in the English language in order to succeed in all required units of study;
- recognition of Waratah Institute's institutional obligation to ensure that all students continue to develop an appropriate level of English language competence; and
- recognition that an ability to communicate well in the English language is an essential attribute of all Waratah Institute graduates.

5. Requirements

Overseas and domestic applicants who have not studied at the secondary level in English, seeking admission into a Waratah Institute program will need to demonstrate the required level of English proficiency. This can be demonstrated with evidence of one of the following:

Evidence	Minimum requirement*
IELTS Academic (International English Language Testing System)	Overall Band Score 6.0 with a minimum sub-score of 5.5 in writing, reading, speaking and listening
TOEFL (Test of English as a Foreign Language). Paper Based Test	500-549 with a minimum score of 4.5 in the Test of Written English (TWE) and 50 in Listening and Reading
TOEFL (Test of English as a Foreign Language). Internet Based Test (iBT)	60-78 with a writing score of 18 and reading, speaking and listening scores of 16
PTE Academic (Pearson Test of English)	Overall score 50 with no skill score under 42
CAE (Cambridge Certificate in Advanced English)	Grade C (52-57)
CPE (Cambridge Certificate of Proficiency in English)	Grade of C (45) or better
AQF award at Certificate IV or above	English was the medium of instruction and assessment, and the final year of study was undertaken during the five years immediately prior to applying to study with Waratah Institute.

**Variations to these minimum entry requirements may be appropriate due to the nature of a program and require the approval of the Academic Board. Applicants will be informed of the approved entry requirements for a program via marketing material.*

On occasion, and at the discretion of the Dean, alternative evidence of English language proficiency may be considered.

1. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action in accordance with the relevant *Code of Conduct* and *Misconduct Procedure*, which can be accessed from the Waratah Institute's website.

2. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Waratah Institute's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

6. References

Higher Education Standards Framework (Threshold Standards) 2015 - Part A, Standards 1.1, 1.3

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2

Australian Qualifications Framework

7. Acknowledgements

In developing this policy, Waratah Institute acknowledges:

- *TEQSA's Glossary of Terms*

Document History:

Version	Date	Author	Reason	Sections
0.1	14/9/2017		Incorporated Academic Board feedback from AB minutes 14 Sept 2017	All
1.0	27/3/18	Stephen Andrews	Revised in response to Academic Board feedback 26/2/18, and approved Policy Development and Review Framework	All
1.1	30/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All