

## English Language Proficiency Procedure

<b>Procedure Category</b>			
<b>Document Owner</b>			
<b>Responsible Officer</b>			
<b>Review Date</b>	26/03/2021		
<b>Related Documents</b>	<i>Admissions Policy</i> <i>Admissions Procedure</i> <i>English Language Proficiency Policy</i> <i>Equity and Diversity Framework</i> <i>Information for Students Policy</i> <i>Information for Students Procedure</i> <i>Legislative and Regulatory Compliance</i> <i>National Code Compliance</i> <i>Student Support Framework</i>		
<b>Version</b>	<b>Authorised by</b>	<b>Approved</b>	<b>Effective Date</b>
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This Procedure implements Waratah Institute's (the 'Institute') *English Language Proficiency Policy*.

### 1. Scope

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

### 2. Definitions

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.

Program: a course of study, comprising units of study, the successful completion of which results in the awarding of a qualification, such as a bachelor's degree.

### 3. Procedure

Applicants to a Waratah Institute's program need to provide evidence to demonstrate the required level of English proficiency (refer to *English Language Proficiency Policy*, which can be accessed from the Waratah Institute's website for details).

Applicants who cannot demonstrate the required level of English proficiency will be provided a further opportunity to provide the required evidence and/or will be advised how they can meet the level required.

To facilitate all students continuing to develop an appropriate level of English language proficiency to meet graduate outcomes, Waratah Institute will provide the following support measures:

- targeted workshops, mentoring and tutoring;
- the integration of English language skills in curriculum design and assessment practices; and

- a learning culture which supports and values the development of students' verbal and written language competency.

## 1. Breaches

If a student or staff member is found to be in breach of this Procedure, 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 Procedure 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.

## 4. 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*

## 5. Acknowledgements

In developing this Procedure, 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