

Assessing English Language Proficiency Qualifications, and Work Experience Policy and Procedures

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Policy

1. This policy supports the ESOS National Code 2018 - Standard 2.2 that states:
 "2.2 The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course."

And

the Standards for Registered Training Organisations (RTOs) 2015 – Standard 3 Clause 3.5 that states:
 "The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
 a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
 b. authenticated VET transcripts issued by the Registrar."

And

the Standards for Registered Training Organisations (RTOs) 2015 – Standard 1 Clause 1.12 that states:
 "The RTO offers recognition of prior learning to individual learners."

2. Australian Centre of Further Education ensures students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
3. Australian Centre of Further Education recognises qualifications and Statements of Attainment issued by another RTO.
4. Australian Centre of Further Education recognises students' prior learning. Recognition of Prior Learning (RPL) is a process through which applicants gain course credits based on experience gained through similar study (but not direct equivalent), work experience (in any form) or through informal or formal training or other life experiences.
5. Students who do not meet the specific English language requirements of Australian Centre of Further Education's VET programs can enrol an Australian English language programs/ ELICOS courses as a way of reaching the required English proficiency level.

6. This policy applies to staff, students and education agents.
7. The CEO is responsible for the implementation of the policy and procedures and to ensure that staff, students and education agents are aware of its application and implement its requirements.

Procedures

Definitions:

International students are overseas students who hold an Australian student visa.

Domestic students are students who are

- an Australian citizen;
- a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand);
- an Australian permanent resident; or
- an Australian humanitarian visa holder.

Other temporary visa holder students are non-domestic students who do not hold an Australian student visa.

Procedures for International Students

1. After receiving a completed International Student Application Form, the Marketing Manager will check if all supporting documents are complete. All supporting documents such as high school certificates/ qualifications, birth certificates, other documents that are not in English Language must be accompanied by their English translation. Supporting documents must be certified. If all documents are complete, the Marketing Manager will make a decision on eligibility.
2. Each enrolment application is to be assessed to ensure that the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
3. Students will need to meet the following entry requirements dependent on the chosen course:
 For VET courses:
 - Successful completion of Year 11 or the equivalent level of study
 - English Entry Requirement (please refer to the following Table)
4. The Marketing Manager assesses the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.
5. If the applicant's educational qualifications do not meet Australian Centre of Further Education's admission requirements, other factors may be considered at the discretion of Australian Centre of Further Education. Verified evidence of these other factors must be included with the application. These other factors may include but not limited to:
 - Work experience,
 - Attitude and aptitude,
 - Previous academic results,
 - Attendance / participation rate in the previous college,
 - Ability and skills to function in an academic environment,
 - Possibility to succeed in his/her academic endeavours.

Having arrived at an admission decision for the applicant's educational qualifications, the English language skills will be assessed. If student has a satisfactory IELTS score or equivalent (listed under entry requirements), the applicant will be offered a place in the chosen course.

Courses	English Entry Requirement
CHC33015 Certificate III in Individual Support	The following scores/certificates are accepted by ACFE as proof of satisfactory English level for the corresponding courses: 1. IELTS 5.5 or above

Courses	English Entry Requirement
CHC43015 Certificate IV in Ageing Support	2. PTE Academic 42 or above 3. TOEFL iBT 46 or above 4. OET B or above (This is required by Department of Home Affairs as being eligible result for applying for a student visa without packaging with an ELICOS)
HLT55118 Diploma of Dental Technology	5. Holding an Australian ELICOS English Certificate of Upper Intermediate Level or above
BSB51915 Diploma of Leadership and Management	6. Senior Secondary Certificate of Education completed in Australia 7. Holding an Australian Qualification of Certificate IV or above 8. ACFE LLN Test (CSPA Test)- a result of "Exit Level 2" or above
HLT54115 Diploma of Nursing	<p>The following scores/evidence are accepted by ACFE as proof of satisfactory English level for HLT54115 Diploma of Nursing:</p> <ol style="list-style-type: none"> 1. ACFE LLN test (CSPA Test) minimum Exit Level 3 for each component. This applies to the following applicants: <ol style="list-style-type: none"> a. At least six years of primary and secondary education taught and assessed in English in either Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom or United States of America, including at least two years between years 7 and 12. b. 4 years* (full time equivalent) of education taught and assessed in English, in any of the recognised countries (Australia, Canada, New Zealand, South Africa, United States of America, Canada, Republic of Ireland, United Kingdom). NOTE: ACFE will only accept the following: <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 <p>*Note: Applicants with English as a primary language, who have successfully completed an Australian grade 12 certificate that includes an English subject, need only undertake the numeracy component of this LLN test.</p> 2. IELTS (academic module). We only accept test results: <ol style="list-style-type: none"> a. from one test sitting, or b. a maximum of two test sittings in a six month period only if: <ol style="list-style-type: none"> i. you achieve a minimum overall score of 7 in each sitting, and ii. you achieve a minimum score of 7 in each component across the two sittings, and iii. no score in any component of the test is below 6.5 3. OET. We will only accept test results: <ol style="list-style-type: none"> a. from one test sitting, or b. a maximum of two test sittings in a six month period only if: <ol style="list-style-type: none"> i. you are tested in all four components in each sitting, and ii. you achieve a minimum score of B in each component across the two sittings, and iii. no score in any component of the test is below C. 4. PTE Academic. We will only accept test results: <ol style="list-style-type: none"> a. from one test sitting, or

Courses	English Entry Requirement
	<p>b. a maximum of two test sittings in a six month period only if:</p> <ol style="list-style-type: none"> i. a minimum overall score of 65 is achieved in each sitting, and ii. you achieve a minimum score of 65 in each of the communicative skills across the two sittings, and iii. no score in any of the communicative skills is below 58 <p>5. TOEFL iBT. We will only accept test results:</p> <ol style="list-style-type: none"> a. from one test sitting, or b. a maximum of two test sittings in a six month period only if: <ol style="list-style-type: none"> i. a minimum total score of 94 is achieved in each sitting, and you achieve a minimum score of 24 for listening, 24 for reading, 27 for writing and 23 for speaking across the two sittings, and ii. no score in any of the sections is below: <ol style="list-style-type: none"> 1. 20 for listening 2. 19 for reading 3. 24 for writing, and 4. 20 for speaking <p>*Note: Applicants who submitted one of the above formal English test score (IELTS, OET, PTE, TOEFL iBT) result at the required level need only undertake the numeracy component of this LLN test (a minimum of Exit Level 3)</p>
<p>EAP 1 (English for Academic Purpose)</p>	<p>The following scores/certificates are accepted by ACFE as proof of satisfactory English level for the corresponding courses:</p> <ol style="list-style-type: none"> 1. IELTS 5.5 or above 2. PTE Academic 42 or above 3. TOEFL iBT 46 or above 4. OET B or above 5. Holding an Australian ELICOS English Certificate of Upper Intermediate Level or above 6. Holding an Australian Qualification of Certificate IV or above 7. Senior Secondary Certificate of Education completed in Australia 8. ACFE LLN Test (CSPA Test)- a result of "Exit level 2" or above
<p>EAP 2</p>	<p>The following scores/certificates are accepted by ACFE as proof of satisfactory English level for the corresponding courses:</p> <ol style="list-style-type: none"> 1. IELTS 6.0 or above 2. PTE Academic 50 or above 3. TOEFL iBT 60 or above 4. OET B or above 5. Holding an Australian ELICOS English Certificate of Advanced Level 6. Holding an Australian Qualification of Certificate IV or above 7. Senior Secondary Certificate of Education completed in Australia 8. ACFE LLN Test (CSPA Test)- a result of "Exit Level 3" for at least two components and the third component has a result no less than "Exit Level 2" 9. Having Successfully completed ACFE EAP 1

Courses	English Entry Requirement
EAP 3	<p>The following scores/certificates are accepted by ACFE as proof of satisfactory English level for the corresponding courses:</p> <ol style="list-style-type: none"> 1. IELTS 6.5 or above 2. PTE Academic 58 or above 3. TOEFL iBT 79 or above 4. OET B or above 5. ACFE LLN Test (CSPA Test)- a result of “Exit level 3” for each component 6. Having successfully completed ACFE EAP 2

Procedures for Domestic/ Other Temporary Visa Holder Students

1. After receiving a completed Domestic Student Application Form, the Marketing Manager will make a decision on eligibility.
2. Students will need to meet the following entry requirements dependent on the chosen course:
 - Successful completion of Year 11 or equivalent. and
 - Australian Centre of Further Education's Language Literacy and Numeracy (LLN) to the relevant levels mentioned in the table “English Entry Requirement”. or
 - Holding Senior Secondary Certificate of Education completed in Australia. Or
 - Holding an Australian Qualification of Certificate IV or above
3. Each enrolment application is to be assessed to ensure that the student’s Language, Literacy and Numeracy skills are appropriate for the course for which enrolment is sought.
4. The Marketing Manager of Australian Centre of Further Education, through an online LLN test result of the applicant, assesses the applicant's LLN skills necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.
5. If the applicant's LLN skills do not meet Australian Centre of Further Education's admission requirements, a learner may benefit from undertaking foundation skills training if there is a gap of one ACSF level between their existing performance and the level required to successfully complete a qualification/course. Australian Centre of Further Education may also consider it unnecessary to provide foundation skills training unless there is more than one ACSF level difference between the existing level of a learner and the level needed to successfully complete a qualification/course. Australian Centre of Further Education may determine that the VET course delivery will address the contextualised gap training needed so that the learner will be able to successfully complete without needing specific foundation skills delivery support. If the gap is too large, for example two ACSF levels, then Australian Centre of Further Education may determine that specific foundation skills support is required.

LLN Requirements to VET Qualifications:

- Enrolment into each course requires each student to meet the specified LLN Skills as per their chosen course.
- Each student is required to take a Language, Literacy and Numeracy Test for a relevant level. The LLN test is assessed online. Students may not be required to take the LLN test if they can provide verified qualification(s) or IELTS test result or equivalent specified in the Table “English Entry Requirement”
- If the LLN test shows that the LLN requirements have not been met then the student may be required to undertake a period of study in an English Language course that gives an outcome at the required LLN level.

Credit Transfer

- Course credits may be gained by applicants who are transferring from another RTO or have studied one or more units in the same qualification at another RTO.
- To apply for a Credit Transfer, students will need to lodge an application for credit transfer with their Application Form. Please refer to Australian Centre of Further Education's Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedures.

RPL

- To apply for RPL, students will need to lodge an application for RPL with their Application Form.
- Please refer to Australian Centre of Further Education's Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedures.

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