



EMPIRE
INSTITUTE OF EDUCATION

National Code 2007
Standard 2
Policy & Procedure





Qualifications, Experience and English Language Proficiency

Purpose

This policy supports the ESOS National Code 2007 Standard 2.2 that states:

The registered provider must have documented procedures in place, and implement these procedures to assess whether the student's qualifications, experience and English Language Proficiency are appropriate for the course for which enrolment is sought.

Scope

The scope of this policy covers the assessment of student's qualifications, experience and English language proficiency by the admission manager of Empire Institute of Education (EIE).

Definitions:

CRICOS:	Commonwealth Register of Institutions and Courses for Overseas Students
DIBP:	Department of Immigration and Border Protection
ESOS:	Education Services for Overseas Students Act 2000
International Student:	A person holding an Australian Student Visa, enrolled in a CRICOS registered, on shore course, at Empire Institute.
National Code:	National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007
PRISMS:	Provider Registration and International Student Management System
Course:	Program of Education or Training defined as a course in the ESOS Act

Policy

Empire institute of Education (EIE) will implement this policy to ensure that student qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought. Students that enrol at EIE will be assessed in accordance with the procedure outlined in this document.

Procedure

The RTO manager will be responsible at the time of admissions to consider and approve applicants, based on the English language proficiency evidence submitted, as part of the application process and in accordance with this policy and procedure.

The required IELTS 5.5 (or equivalent) proficiency level must be demonstrated in accordance with the course entry requirements specified by EIE, and subject to exemptions or special circumstances as outlined in this policy.



EIE reserves the right to request any applicant or existing student to undertake an English Placement Test (EPT) or other formal written or oral interview, where there is any doubt as to the authenticity of documented evidence provided as part of the application or doubt as to the student's adequate English language proficiency.

Applicants are responsible for meeting EIE minimum English language proficiency standards.

Steps

1. On receipt of a completed application form, the RTO 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. The RTO manager completes an admissions checklist to ensure the requirements are met.
3. If the RTO manager finds that the applicant has completed relevant courses from another Registered Provider, the applicant will forward the appropriate documentation to the RTO Manager. The RTO Manager assesses the applicant's previous educational qualifications (obtained in Australia) necessary for studying at the required level of the proposed qualification for Advanced Standing.
4. The application is assessed to determine whether the applicant meets the required entry-level competencies for the particular qualification or has the eligibility for credit transfer.
5. Having arrived at an admission decision for the applicant's educational qualifications, and finding a satisfactory IELTS score, the applicant will be offered a place in the chosen course.
6. On the day of orientation, a Language, Literacy and Numeracy test will be conducted to determine that the student has the required LLN level, in the chosen course.

English Language Proficiency Tests for Packaged Programs

International applicants may package their VET courses with ELICOS. However, minimum entry requirements must be met for all VET courses. Under a packaged program, applicants are able to apply for a Student Visa for the combined duration of the ELICOS and VET course.

Where an international applicant has not provided sufficient evidence of having met the English language entry requirement for a VET course at EIE or another provider, and they wish to package their course with ELICOS at another provider, the applicant will be recommended to undertake an English Placement Test (EPT) before enrolment. The EPT will be administered by EIE at no additional cost to determine the English level of the applicant, prior to commencing their course.

If the student is unable to achieve the required English level, EIE will recommend student to take ELICOS or equivalent course before starting with EIE. A conditional Letter of Offer for the course at EIE will be issued, subject to meeting the English language entry requirement.

In cases where applicants decide not to undertake the EPT, despite a recommendation to do so, and seek enrolment in an ELICOS course, prior to commencing their course at EIE, a conditional Letter of Offer for the course at EIE will be issued. Applicants will be made aware that if they do not meet the English Language Proficiency level they may be required to re-enrol in further ELICOS and defer their VET course.

Students cannot commence their course at EIE, until they demonstrate the required level of English proficiency.

IELTS and Equivalent English Language Test

To ensure all students have sufficient English language proficiency to meet satisfactory course participation and achieve successful outcomes, all courses have a minimum IELTS 5.5 (or equivalent) level specified for admission into a course/qualification. All IELTS evidence submitted must be current, within the past two years.



Students, who originate from Level 1 countries and are not required to provide an IELTS score, will be requested to complete EIE internal English Placement Test (EPT).

Recognised IELTS 5.5 Equivalent English Tests

TOEFL Paper Based Test (PBT)	527
TOEFL (IBT)	46-59
Pearson PTEA	42-49
Cambridge English – Advanced (CAE) test	47

Conditional Letter of Offer

A conditional Letter of Offer may be issued, when:

- making an offer where an applicant still has to complete an ELICOS course that they are currently undertaking OR,
- formal documentation/confirmation of English language proficiency is not yet available OR,
- the applicant has an adequate IELTS level or equivalent for a certificate course, but is required to demonstrate a higher IELTS or equivalent level prior to commencing in an Advanced Diploma course.

Waiver of Formal IELTS or Equivalent

EIE may approve an enrolment with a waiver of the required English language proficiency requirements for enrolment under special circumstances, and the reasons for the waiver must be clearly documented and placed on the student's file (for example, applicants with prior Australian vocational or tertiary Qualification qualifications).

Where an applicant can provide certified documentation of having completed fulltime study equivalent to at least one year in an Australia qualification at an equivalent or higher AQF or tertiary level to the course being applied for, issued by an Australian RTO and completed within 12 months from the date of the application, and where the sole language of instructions and assessment was in English, the applicant will be accepted into EIE without having to prove their English language proficiency.

Vocational Experience

A mature age applicant with documented evidence of extensive vocational experience in the same field as the qualification being applied for, and whose vocational experience indicates a broad use of the English language, may only need to participate in an informal oral interview and LLN test to confirm their English language proficiency.

Qualifications

If an applicant is applying for Advanced Standing (credit exemption), they are required to attach to the application, detailed syllabuses/curricula of all subjects that they have successfully completed and would like credit for, in addition to certified copies of qualifications and academic transcripts.

Empire administration will forward the detail and academic documents to the RTO manager who will assess Advanced Standing as per EIE policy and procedures. (Refer to Advanced Standing Policy)

EIE recognises qualifications and Statements of Attainment issued by another RTO. Where a student enrolls in a qualification delivered and assessed by EIE, then the institute will recognise units of competency



included on a Statement of Attainment issued to the applicant by another Registered Provider towards the qualification, assuming the units meet the packaging rules of the qualification delivered by EIE.



Year 12 Equivalence

Country	Equivalent studies to Australian Year 12
Australia	Year 12
Brunei	GCE A Levels
Canada	Canadian Senior High School Graduation Diploma
Fiji	University of the South Pacific Foundation Year or successful completion of the first year of a Bachelor degree at university or New Zealand bursaries
France	International or French Baccalaureate
Germany	Abitur
Hong Kong	Hong Kong A Levels
India	All India Senior School Certificate; Indian School Certificate awarded by the Indian Council of School Examinations; Indian Higher Secondary School Certificates from the State Boards of Gujarat, Maharashtra, West Bengal and Karnataka for two years, from the date of the test to the program commencement date
International Baccalaureate	Completed diploma
Japan	Successful completion of the first year of a bachelor degree at university
Malaysia	Malaysian STPM or Malaysian Independent Chinese Secondary Schools (MICSS)
Norway	Vitnemal
Pakistan	Intermediate/Higher Secondary School Certificate
Philippines	Successful completion of the first year of a bachelor degree at university
Republic of Korea	Successful completion of the first year of a bachelor degree at university or two years study at an approved junior Institute
Singapore	GCE A Levels
Sri Lanka	Sri-Lankan A Levels
Sweden	Secondary School Leaving Certificate (Slutbetyg)
Taiwan	Successful completion of the first year of a Bachelor degree at university or two years study at an approved junior Institute
UK	GCE A Levels
USA	US High School Certificate + SAT scores; SAT + AP scores; ACT scores; or High School Diploma and AP
Vietnam	Completion of Bang Tu Tai with 8.5 or above and successful completion of one semester of undergraduate studies at university



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