

## English Language Assessment Policy and Procedure

### Purpose

This policy sets out the assessment of English level of applicants for admission into vocational courses at ELC Career College. 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 student's English ability before enrolment and placement in ELC courses.
2. To maximise the students positive learning experience at ELC from pre-enrolment through to completion of their course.

### 1. Application form

All enrolment application forms clearly state the English entry requirement as an IELTS test result e.g. IELTS 5.5 (Academic Module) or equivalent. All applications must include evidence of English language ability, as specified by ELC in order to be granted full acceptance into a vocational course.

Students will be issued with a Letter of Offer and then Confirmation of Enrolment (CoE), based on submission of a suitable English test score.

### 2. Prior study in English

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 IV and above in any discipline

### 3. English Requirements and Testing Process

Applicants will be deemed to have satisfied the English Language requirements for entry into any ELC Career College course if they can provide evidence that they meet one of the following criteria:

- strong B2 upper-intermediate level with a certificate from a school with which ELC Career College has a pre-approved direct entry agreement
- IELTS overall score of 5.5, with no band score less than 5.0.
- TOEFL -525
- Cambridge B2 First or higher
- ELC Placement Test with results in B2 upper-intermediate band
- AQF qualification Certificate IV or above in any discipline

In all cases, test results or study must not be more than 1 year prior to study at ELC Career College. Students must also be over 18 to gain entry into the vocational course.

### 4. ELC Placement Tests

Students who do not have recent evidence of their English level can do an onsite English test at English Language Company, ELC Career College's sister school. The ELC Placement Test,

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provides the information necessary to judge if a student's English level is appropriate for their chosen course. Students do the test at ELC under the supervision of a member of staff, as nominated by the ELICOS Director of Studies of English Language Company.

### Testing Process

- contact ELC and request an ELC placement test
- attend ELC and complete placement test
- ELC contacts student to inform them of test result and provisional acceptance or not
- ELC may decide a pre-enrolment interview is necessary for some students
- if a student is accepted, then they will sign a completed enrolment form with payment
- ELC contacts student on receipt of application and supplies relevant documents

ELC 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. The final decision will be made in person at ELC, by the course coordinator.

Students are made aware in 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 taken the onsite English level test (if other language proficiency evidence is not provided). Refer to Point 6 of this document and the ELC Career College conditions of Enrolment for policy and options if a student isn't accepted onto their desired course.

### 5. Students who don't meet the English entry requirements

If ELC judges that a student's English level isn't appropriate for their desired course, they will be placed in an appropriate level course 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 ELC and no refund will be given unless this occurs 28 days before course commencement.

As a general rule, students should estimate that they will need 10-12 weeks of English study in an English-speaking country to raise their level by IELTS 0.5.

Students needing extra English can apply for a 'package' of General English study + their desired vocation course at ELC.

### 6. 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) 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:

- Visitor visa
- Working holiday visa
- Student visa (VET – Vocational Education and Training subclass 500, or ELICOS)

If a student is from a category 3 country they may need to provide an IELTS test score and undergo a pre-visa assessment (PVA) before any visa will be granted.