Assessing Students' Qualifications, Experience and English Language Proficiency Policy and Procedures

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."*

2. The College ensures students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
3. The College recognises qualifications and Statements of Attainment issued by another RTO.
4. The College 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. International students who do not meet the specific English language requirements of the College's Vocational Education and Training (VET) programs can enrol in the College English language programs as a way of reaching the required English proficiency level. Domestic students who do not meet specific Language, Literacy and Numeracy Skills requirements of the College's Vocational Education and Training (VET) programs can enrol in the Colleges' EAL courses as a way of reaching the required LLN level.
6. The CEO is responsible for the implementation of the policy and procedures and to ensure that staff are aware of its application and implement its requirements.

Procedures

For International Students

1. After receiving a completed Application Form- International Student, the Enrolment Officer will check if all supporting documents are complete. All supporting document such as high school certificates/ qualifications, birth certificates, other documents that are not in English Language

Assessing Students' Qualifications, Experience and English Language
Proficiency Policy and Procedures
Version 2
Create Date: 3 January 2018

Page 1 of 5

Melbourne City College Australia
CRICOS: 03592B RTO No: 45140
ABN: 77 602 164 625
Melbourne City College Pty Ltd trading as
Melbourne City College Australia

Level 9, 120 Spencer Street
Melbourne Victoria 3000, Australia
Phone: +61 3 9614 8422 Fax: +61 3 8692 2805
Email: info@melbournecitycollege.edu.au
Website: www.melbournecitycollege.edu.au

must be accompanied by their English translation. If all documents are complete, the Enrolment Officer 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:
    *   Successful completion of Year 12 or the equivalent level of study for Non-EAL Courses
    *   Minimum English level of IELTS 5.5 or equivalent for Non EAL Courses
    *   Minimum English level of IELTS 5.5 or equivalent for 22257VIC Certificate IV in EAL (Employment/ Professional)
    *   Minimum English level of IELTS 4.5 or equivalent for 22255VIC Certificate III in EAL (Further Study)
    *   Minimum English level of IELTS 3 or equivalent for 22251VIC Certificate II in EAL (Access)
    *   Applicant must be 18 years of age or above
    *   Training Package entry requirements as per the students chosen course

4. The Enrolment Officer 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 the College's admission requirements, other factors may be considered at the discretion of the college. Verified evidence of these other factors must be included with the application. These other factors may include but not limited to:
    *   Mature age, and or proof of being 18 years or older at the proposed date of commencement,
    *   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.

English Proficiency Entry Requirements for Vocational Qualifications/ Non EAL Qualifications:

a. Enrolment into each course requires each International student to meet the specified IELTS level or equivalent as per their chosen course.
b. Each Student is required to provide a certified/agent verified copy of their current IELTS level from their IELTS provider.
c. If the IELTS test or its equivalent shows that the English language requirements have not been met then the student will need to undertake a period of study in an English language course that gives an outcome at the upper intermediate level.

Assessing Students' Qualifications, Experience and English Language
Proficiency Policy and Procedures
Version 2
Create Date: 3 January 2018

Page 2 of 5

Melbourne City College Australia
CRICOS: 03592B RTO No: 45140
ABN: 77 602 164 625
Melbourne City College Pty Ltd trading as
Melbourne City College Australia

Level 9, 120 Spencer Street
Melbourne Victoria 3000, Australia
Phone: +61 3 9614 8422 Fax: +61 3 8692 2805
Email: info@melbournecitycollege.edu.au
Website: www.melbournecitycollege.edu.au

d. In the event that a student does not have formal evidence of English proficiency or of other vocational qualifications, they will be required to sit an English Language Placement Test. As a result of this test students may be enrolled directly into the course or may be required to undertake a specified period of English language study.

e. Students who originate from Level 1 or 2 countries and are not required to provide an IELTS score will be requested to complete the College's English Language Placement test.

f. Applicants who have successfully completed two full-time years of study or equivalent at a secondary (Years 10-12) or post secondary educational institution, where the sole language of instruction and assessment was English, do not have to provide a current IELTS certificate and may not be required to undertake a language test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution. This study must have been completed no more than two years prior to the date of application to the College course.

English Proficiency Entry Requirements for EAL Courses:

a. The following basis of equivalence issued in determining entrance levels for English Language courses for International students:

Course	Duration (Study Week only)	Entrance Level (IELTS or equivalent)	Exit Level (IELTS or equivalent)
22251VIC Certificate II in EAL (Access)	26 weeks	3.0	4.0 – 4.5
22255VIC Certificate III in EAL (Further Study)	26 weeks	4.5	5.0 – 5.5
22257VIC Certificate IV in EAL (Employment/ Professional)	26 weeks	5.5	6.0 – 6.5

b. For those students who do not have any formal recognition of their English language skills and have not completed any vocational qualification at or above Certificate IV level, will have to sit for an online English Language Placement Test that enables the Enrolment Officer to determine the student's English proficiency level. The duration of the course will be determined on the basis of this test. For offshore students, this online test will be administered by the College's offshore agents. For onshore students, the online test is administered by the Enrolment Officer.

For Domestic Students

1. After receiving a completed Application Form- Domestic Student, the Enrolment Officer 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 study for Non-EAL Certificate III and IV, Diploma and Advanced Diploma Level courses or
   - Successful completion of the College's Language Literacy and Numeracy (LLN) Test relevant to the levels (students applying for Certificate II, III or IV in EAL will need to undertake the English Placement test)

Assessing Students' Qualifications, Experience and English Language
Proficiency Policy and Procedures
Version 2
Create Date: 3 January 2018

Page 3 of 5

Melbourne City College Australia
CRICOS: 03592B RTO No: 45140
ABN: 77 602 164 625
Melbourne City College Pty Ltd trading as
Melbourne City College Australia

Level 9, 120 Spencer Street
Melbourne Victoria 3000, Australia
Phone: +61 3 9614 8422 Fax: +61 3 8692 2805
Email: info@melbournecitycollege.edu.au
Website: www.melbournecitycollege.edu.au

- Training Package entry requirements must be met and
- Applicant must be 18 years of age or above.

Or

- Mature students who have diverse academic, work and life experiences are encouraged to enrol. The definition of a mature student for the College's purposes is a person over 23 years of age that hasn't been studying at either Year 12 level or University/TAFE level for at least 7 years and are an Australian or New Zealand citizen (or Australian permanent resident or holder of a permanent Humanitarian Visa).

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 Enrolment Officer of the College through an online LLN test result of the applicant assesses the applicant's Language, Literacy and Numeracy 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 Language, Literacy and Numeracy (LLN) skills do not meet the College's admission requirements, a learner may benefit from undertaking an EAL course if there is a gap of one ACSF level between their existing performance and the level required to successfully complete a qualification/course. The College may also consider it unnecessary to provide an EAL course 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. The College 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 EAL course delivery support. If the gap is too large, for example two ACSF levels, then the College may determine that specific EAL course support is required.

LLN Requirements to Vocational Qualifications:

a. Enrolment into each course requires each domestic student to meet the specified LLN Skills as per their chosen course.
b. Each Student is required to take a Language, Literacy and Numeracy Test for a relevant level. The LLN test is assessed online.
c. 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 EAL course provided by the College that gives an outcome at the required LLN level.
d. Applicants who have successfully completed Year 10-12 in an Australian Secondary School or had an Australian Certificate IV qualification may not be required to undertake an LLN test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution.

English Proficiency Entry Requirements to EAL Courses:
The following basis of equivalence is used in determining entrance levels for English Language courses for Domestic students:

Assessing Students' Qualifications, Experience and English Language
Proficiency Policy and Procedures
Version 2
Create Date: 3 January 2018

Page 4 of 5

Melbourne City College Australia
CRICOS: 03592B RTO No: 45140
ABN: 77 602 164 625
Melbourne City College Pty Ltd trading as
Melbourne City College Australia

Course	Duration (Study Week Only)	Entrance Level (ACSF or equivalent	Exit Level (ACSF or equivalent)
22251VIC Certificate II in EAL (Access)	26 weeks	1	2
22255VIC Certificate III in EAL (Further Study)	26 weeks	2	3
22257VIC Certificate IV in EAL (Employment/ Professional)	26 weeks	3	4

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 transfers with their Application Form.
- The Colleges Credit Transfer Policy and Procedures is available at the following link: https://www.melbournecitycollege.edu.au/pdfs/credit-transfer.pdf

RPL

- To apply for RPL, students will need to lodge an application for RPL with their Application Form.
- The Colleges Recognition of Prior Learning (RPL) Policy and Procedures is available at the following link https://www.melbournecitycollege.edu.au/pdfs/rpl.pdf

Assessing Students' Qualifications, Experience and English Language
Proficiency Policy and Procedures
Version 2
Create Date: 3 January 2018

Page 5 of 5

Melbourne City College Australia
CRICOS: 03592B RTO No: 45140
ABN: 77 602 164 625
Melbourne City College Pty Ltd trading as
Melbourne City College Australia