

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

## Policy

1. This policy supports the following:
  - Standard 2.2 of the ESOS National Code 2018; and
  - Standards 1.6, 1.7, 2.1, 2.2, 2.3, 2.4 and 2.6 of the National Vocational Education and Training Regulator (Outcome Standards for NVR Registered Training Organisations) Instrument 2025 ("Outcome Standards").
2. The College has and implements this 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.
3. The College ensures students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
4. The College ensures that VET students with prior skills, knowledge and competencies are supported to seek recognition of prior learning to progress through the relevant training product.
5. The College ensures that VET students who have completed an equivalent training product are supported to obtain a credit transfer.
6. The College recognises qualifications and Statements of Attainment issued by another RTO.
7. 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.
8. The college ensures VET students have access to support services, trainers and assessors and other staff to support their progress throughout the training product.
9. The college ensures it determines the training support services to be provided to each VET student and makes these training support services available to each VET student.
10. The College ensure reasonable adjustments are made to support VET students with disability to access and participate in training and assessment on an equal basis.
11. The College ensures:
  - a. VET students are supported to disclose their disability, if the VET student wishes to do so;
  - b. reasonable adjustments are made for VET students with disability where appropriate; and
  - c. where reasonable adjustments are not appropriate or possible, the reasons why are communicated to the VET student as soon as reasonably practicable.
12. The College ensures that the wellbeing needs of the VET student cohort are identified and strategies are put in place to support these needs.
13. The College ensures that:
  - a. it identifies, by reference to the training product content, the wellbeing needs of the VET student cohort and appropriate wellbeing support services; and
  - b. it advises the VET student cohort of the availability of wellbeing support services, and any organisation students can contact, or additional action students can take to support their wellbeing.
14. The College ensures that VET students are advised, prior to enrolment, about the suitability of the training product for them, taking into account the student's skills and competencies.
15. The College ensures that:

- a. taking into account the requirements of the training product – it has procedures in place to review, prior to enrolment, the skills and competencies of prospective VET students, including their language, literacy and numeracy proficiency and digital literacy; and
  - b. based upon the outcome of the review – it provides advice to each prospective VET student about whether the training product is suitable for them.
16. The college provides all VET students with documentation prior to their enrolment or before any fees are required to be paid which sets out:
  - a. the training which the college will provide the VET student;
  - b. all fees, costs and charges which the VET student will be required to pay; and
  - c. any obligations or liabilities which may be imposed by the college or third parties on the VET student.
17. 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's ELICOS programs as a way of reaching the required English proficiency level. Domestic/ other temporary visa 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 College's English program as a way of reaching the required LLN level.
18. 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

1. Students are required to complete the following relevant application forms according to their residency/ visa types
  - a. Application Form-International Student  
This application form is to be completed by international/ overseas students who hold a student visa. This form is for both overseas students who will only enrol in a course at the college or for overseas students who are currently enrolled in a course at another course provider and will enrol in a course at the college as a second/ concurrent course. Learners who are in Australia on an overseas student visa are to complete this form.
  - b. Application Form-Domestic Student  
This application is to be completed by domestic students. A student is considered a 'domestic' student for our application purposes if the student is:
    - 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.
  - c. Application Form-Other Temporary Visa Student  
This application form is to be completed by students who hold a temporary visa other than a student visa.
  - d. Application Form-Offshore Student  
This application form is to be completed by students who are offshore/outside Australia.
2. The College, taking into account the requirements of the training product, reviews, prior to enrolment, the skills and competencies of prospective VET students, including their language, literacy and numeracy proficiency and digital literacy. This is done by the Enrolment Officer using a Pre-Enrolment Assessment Form before the students can be offered an enrolment into their chosen course(s). This is to ensure new learners are enrolled into an appropriate training product, considering their existing knowledge, experience and skills. This form is also to capture more details of training support services to be provided to students and students'

special assistance/support needs including disability/ wellbeing support needs and any reasonable adjustments for students with disability to be implemented if applicable. This form is to be completed and signed by the Enrolment Officer.

3. Information about students' special assistance/support needs including disability/ wellbeing support needs and any reasonable adjustments to be implemented if applicable is to be provided to the relevant trainer and/ or student services staff for their actions.
4. Where reasonable adjustments are not appropriate or possible, the reasons why are communicated to the student within 10 working days of the assessment decision.
5. The Enrolment officer will assess Students' Qualifications, Experience and English Language Proficiency based on each application category.

## **For Overseas/ International Students**

1. After receiving a completed Application Form- International Student and its supporting documents, 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 must be accompanied by their English translation. Overseas students who hold a student visa who are enrolled in a course at another course provider in Australia and apply to enroll in a course at the college are to provide evidence of their enrolment/ Confirmation of Enrolment at another course provider. If all documents are complete, the Enrolment Officer will make a decision on eligibility.
2. Learners who are in Australia on an overseas student visa are enrolled as overseas students.
3. Each enrolment application, together with a completed and signed Pre-Enrolment Assessment Form for VET courses, 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. When assessing an overseas student's application, the Enrolment Officer is to complete an Admission Checklist-International Student. This checklist is as a tool to assess whether an overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.
4. Students will need to meet the following entry requirements dependent on the chosen course:
  - Academic requirements
  - Minimum English level of IELTS 6.0 or equivalent for VET courses
  - Minimum English level of IELTS 3.0 or equivalent or the college's English Language Placement test for General English course
  - Minimum English level of IELTS 5.0 or equivalent or the college's English Language Placement test for English for Academic Purposes (EAP) course
  - Successfully completion of digital literacy assessment for VET students
  - Applicant must be 18 years of age or above
5. Training Package entry requirements as per the students chosen course  
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.
6. 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:

- Enrolment into each course requires each International student to meet the specified IELTS level or equivalent as per their chosen course.
- Each Student is required to provide a certified/agent verified copy of their current IELTS level from their IELTS provider.
- 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.
- 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.
- 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.
- 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 ELICOS Courses:

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

| Course                              | Duration<br>(Study Week<br>only) | Entrance Level<br>(IELTS or<br>equivalent) | Exit Level<br>(IELTS or<br>equivalent) |
|-------------------------------------|----------------------------------|--|--|
| General English                     | 1-52 weeks                       | 3.0  | 5.5 – 6.0                              |
| English for Academic Purposes (EAP) | 5-20 weeks                       | 5.0  | 6.0 – 6.5                              |

- 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/ Other Temporary Visa/ Offshore Students**

1. After receiving a completed Application Form- Domestic Student/ Application Form-Other Temporary Visa Student/ Offshore 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:
  - Academic requirement
  - Successful completion of the College's Language Literacy and Numeracy (LLN) Test relevant to the levels
  - Successfully completion of digital literacy assessment for VET students
  - Training Package entry requirements must be met and
  - Applicant must be 18 years of age or aboveOr
  - 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, together with a completed and signed Pre-Enrolment Assessment Form for VET courses, 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. When assessing a domestic/ other temporary visa student's application, the Enrolment Officer is to complete an Admission Checklist- Domestic/Other Temporary Visa Student. When assessing an offshore student's application, the Enrolment Officer is to complete an Admission Checklist- Offshore Student.
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 English 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 English 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 English course delivery support. If the gap is too large, for example two ACSF levels, then the College may determine that specific English 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 English 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.
6. The Enrolment Officer of the College through an online digital literacy assessment result of the applicant assesses the applicant's digital literacy.

### Credit Transfer

- The College ensures that:
  - VET students are offered opportunities to seek credit transfer and are made aware of the college's policies for seeking credit transfer;
  - decisions relating to credit transfer are based on evidence of prior completion of an equivalent training product demonstrated by AQF certification documentation or an authenticated VET transcript (unless prevented by licensing or regulatory requirements of the training product); and
  - decisions relating to credit transfer are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.
- 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 College's Credit Transfer Policy and Procedures is available at the following link: <https://www.melbournecitycollege.edu.au/pdfs/credit-transfer.pdf>

### RPL

- The college ensures that:
  - VET students are offered opportunities to seek recognition of prior learning and are made aware of the college's policies for seeking recognition of prior learning;
  - decisions relating to recognition of prior learning are based on evidence of prior skills, learning and experience, and are undertaken in accordance with the college's assessment system; and
  - decisions relating to recognition of prior learning are documented and decided in a way that is fair, transparent, consistent amongst VET students, and maintains the integrity of the training product.
- To apply for RPL, students will need to lodge an application for RPL with their Application Form.
- The College's Recognition of Prior Learning (RPL) Policy and Procedures is available at the following link <https://www.melbournecitycollege.edu.au/pdfs/recognition-of-prior-learning.pdf>