

## ENGLISH PROFICIENCY POLICY

### Section 1 - Purpose and Scope

(1) This Policy sets out the importance of students and staff having sufficient English language proficiency skills to successfully participate in learning or teaching at the College.

#### Scope

- (2) This Policy applies to:
- a. all applicants and students:
    - (i) in undergraduate and postgraduate award courses; or
    - (ii) seeking to study a unit as an incoming cross-institutional student or non-award student; and
  - (b) prospective academic staff members for whom English is a second language.

### Section 2 - Definitions

- (3) In this Policy:
- a. **Academic Board** means the principal academic decision-making body for the College.
  - b. **Applicant** means an individual who has applied to the College or its agent for admission to an award course or to non-award study.
  - c. **AQF** is the Australian Qualifications Framework, which sets out the level of education offered in Australia and outlines the expected skills, knowledge, application and volume of learning for each level of the course.
  - d. **Course** means the entire program of study that spans several years and is made up of multiple units.
  - e. **Student** means the individual person who is formally enrolled to study at the College and is assigned an individual student identification number.

### Section 3 - Policy Statement

- (4) The College requires:
- a. all students to have sufficient English language proficiency necessary to successfully undertake their course (or studies) and successfully complete assessments at the level required by the AQF; and
  - b. all academic staff to have a level of English language proficiency appropriate to teach in higher education.

- (5) The College acknowledges its responsibility, within its scale and scope of operations, to provide students with assistance with English proficiency. This assistance may be provided to students for whom English is their first or second language.
- (6) The Academic Board may approve different English language requirements for specific courses than those specified in this Policy and Procedure.

#### Section 4 - Procedures

- (7) This Policy should be read in conjunction with the English Proficiency Procedure.

#### Related documents

This Policy should be read in conjunction with but not limited to:

- a. English Proficiency Procedures
- b. Intervention Strategy for Students at Risk Policy and Procedure
- c. Admissions Policy – Undergraduate and Postgraduate
- d. Admissions Procedure – Domestic students
- e. Diversity, Equity and Inclusion Policy and Procedure

#### Legislation

- a. Higher Education Standards Framework (Threshold Standards) 2021
- b. Education Services for Overseas Students Act 2000
- c. National Code of Practice for Providers of Education and Training to Overseas Students 2018

#### Document Administration

<b>Policy Name</b>	English Proficiency Policy
<b>Policy Owner</b>	Director of Student Services and Campus Wellbeing
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<b>Amendment history</b>	
<b>Version 1:</b>	Document revised to reflect new template including separation of Policy and Procedural requirements.

# Unless otherwise indicated, this Policy will still apply beyond the Review date