



Australian Leading Institute of Technology

RTO Code: 45156

CRICOS Code: 03981M

No.2.1.2: Assessing English Language Proficiency Policy

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 2.2 Standards for RTOs 2015 – Standard: 5.1
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

The purpose of this procedure is to define the system used to:

- Assess international students' English language proficiency as required by the National Code 2018 (Standard 2)
- Assess students' equivalency in qualifications from overseas to entry in the courses.

Objective

ALIT will ensure that the English Language Proficiency of International students is assessed fairly and consistently.

Scope

This policy will apply to all current, prospective and previous students, staff and other ALIT stakeholders.

Procedures

	Description	Responsibility
1.	<p><u>Method</u></p> <ol style="list-style-type: none"> 1. All enquiring students must be sent a student prospectus (or directed to a copy on the website) which includes an Application Form as well as information on the minimum course entry requirements 2. Applicants must complete the application form, sign and date where required and attach certified evidence of qualifications, work experience (if relevant) and IELTS results or proof of an accepted equivalent 3. The Admissions/student support Officer must review the application and determine if an offer should be made on the basis of the entry requirements for academic entry and for IELTS. 4. IELTS requirements are assessed and certificates verified online at https://ielts.ucles.org.uk/ielts-trf/index.jsp 5. Assessment for academic entry will be done on the equivalency of an overseas qualification by way of using the NOOSR Online to check equivalency. 6. If the applicant has satisfactorily met all entry requirements, including English, an unconditional offer will be issued. If there are any requirements not met, an offer conditional to the student meeting the outstanding criteria will be issued instead. All offers must be signed and dated on the Letter of Offer by the Student Services Manager 	<p>PEO</p> <p>Admission/student support Manager</p>

	7. If the applicant has not met the outstanding conditions on the offer at the time of payment these conditions will be carried across to the eCOE.	
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