



Policy Number & Name: RTOPRO049 English Language Proficiency

Policy Area: Crown College and Crown College International – Domestic and International Students

Authorised by: Course Advisory Committee & Internationalisation Advisory Committee

CRICOS Provider No 03582D

Organisation Definition:

Crown Melbourne Limited trades as Crown Melbourne Limited, Crown College and Crown College International. For the purpose of this policy, any reference to Crown College, or the “college” should be considered a reference to any of these respective trading names.

Crown College RTO – includes the following Registered Training Organisations as identified on www.training.gov.au

- Crown Melbourne Ltd trading as Crown College RTO ID # 3743
- Crown Training Pty Ltd RTO ID # 40529

Portfolio – relates to the following three key operational sectors;

- Hotels, Retail, Food & Beverage
- Support Services, including Security & Surveillance
- Gaming

1. Policy

1.1 This policy sets out the expectations and requirements for Crown College International’s applicants English language proficiency in order to be admitted to particular courses of study at Crown College International.

1.2 This policy relates to Standard 2 (2.2) of the National Code 2007 by ensuring an International student has the appropriate level of proficiency in written and spoken English for the course in which enrolment is sought.

1.3 All courses delivered by Crown College International are delivered in English and as such, it is fundamental that students (both domestic and international) have language, literacy and numeracy (LLN) skills and English language proficiency sufficient to successfully complete assessments at the Vocational Education and Training (VET) level as reflected in the Australian Qualifications Framework (AQF) and as detailed in the relevant Training Package.

1.4 The Crown College International community embraces many students and employees for whom English is not their first language, therefore it is necessary to determine that all students or prospective students and employees of Crown College International are able to meet the English language proficiency criteria deemed necessary for success

2. Scope

2.1 This policy applies to all students or applicants undertaking or wishing to undertake courses at Crown College International

2.2 This policy applies to all trainers, assessors and employees responsible for student's admissions and administration of Crown College International courses.

3. Responsibility

3.1 The International Student Admissions Officer is responsible for the implementation of this policy including the collection of information from prospective students, analysis of the evidence of English language provided by students and approving or rejecting the International student application based on English language proficiency.

4. Procedures

4.1 English language entry standards

4.1.1 Crown College International students are required to exhibit the necessary knowledge and skills to successfully engage with their studies, participate in open and stimulating discussion and conversation amongst their peers and trainers and ultimately successfully participate in their professional work environment post-graduation.

4.1.2 The English level entry standards for all students at Crown College International, as described in the Crown College International Admissions Policy, are set at a level to ensure that all students are sufficiently proficient in the English language to be able to successfully undertake and complete the course of study for which they enrol and participate effectively in appropriate academic activities at Crown College International.

4.1.3 English language proficiency requirements for entry, as defined in the Admission Policy, are regularly reviewed for suitability, currency and validity and to ensure that the levels of English language support meet the needs of students.

4.1.4 The English language levels for the following courses are applied:

Course	IELTS band score	Cambridge English Scale scores	Pearson Test of English (PTE) EST	Test of English as a Foreign Language (TOEFL iBT) EST
Advanced Diploma of Hospitality Management	6.0	169	50-58	75-86
Certificate IV in Commercial Cookery	5.5	162	42-50	55-75
Certificate III in Commercial Cookery	5.5	162	42-50	55-75

4.1.5 Students (domestic and international) who identify with English as a Second Language (ESL) or who demonstrate difficulty with English language during their course pre-enrolment process will be assisted by the Student Admissions Officer, or the International Student Support Officer to identify suitable options.

4.2 English Language Proficiency Requirements for International Students

4.2.1 The minimum English language proficiency requirements are as follows:

- i. The applying student has English as a first language
- ii. The applying student has previously completed an Australian Year 12 program; or
- iii. Successfully completed an Australian Diploma or Advanced Diploma qualifications or
- iv. IELTS levels as indicated previously; or
- v. Successfully completed an approved secondary qualification (as listed in the Assessment of Overseas Qualifications for Australian Equivalence – Year 12) taught where English language is the official language or main language spoken; or
- vi. Successfully completed a tertiary qualification taught where English language is the official language or main language spoken; or
- vii. Successfully completed an English language course from a registered ELICOS provider.

4.2.2 Evidence of English language proficiency must be no more than two years old on the proposed date of commencement of the course being applied for. However, English language proficiency attained through the successful completion of an approved secondary qualification or tertiary qualification as indicated previously, may be older than two years but must be no more than five years old of the proposed date of commencement of the course being applied for.

4.2.3 Under special circumstances, the Student Admissions Officer may recommend the admission of an international student who does not meet the English language proficiency level required for a course. The application will be referred to the Group Manager - Operations and/or the Chair of the Internationalisation Advisory Committee for consideration. Evidence of the level of the applicant's English language proficiency will be required for considerations.

4.3 Student Support for English Language Proficiency

4.3.1 Prospective or current students who require assistance with English language proficiency will be advised of possible support options including:

- i. Referral to a suitable external ELICOS study program
- ii. Provision of a student mentor or employee mentor
- iii. Modification of learning materials where appropriate ensuring that the changes do not compromise the integrity of the assessment
- iv. Access to study skills support
- v. Tutoring as appropriate.

5. Related Documents

Admission Policy – International Students

6. Policy Publication

All policies and procedures that are applicable to prospective students and enrolled students (domestic or international) and all relevant organisation employees/contractors are made available on request at all times, and form part of the induction and orientation for employees/contractors and students and are made available via the website (where appropriate), student administration/management systems, learning management system and internal electronic systems.

7. Definitions

Admission – the name for the entire process whereby a prospective student applies to Crown College International for a place in a course; is fairly considered and subsequently selected or rejected, for the course.

English language proficiency – means the ability of students, employees and contractors to be able to make and communicate meaning appropriately and effectively, in both spoken and written forms, in the context of their studies or workplace.

English language proficiency requirements – means the minimum English language proficiency requirements for students to be admitted to a Crown College International course.

ESL -English as a Second Language (ESL), also called English as a Foreign Language (EFL), is an English language study program for non-native speakers of the language

IELTS - The International English Language Testing System (IELTS) is a test that measures the language proficiency of people who want to study or work in environments where English is used as a language of communication

International Student – a student studying in Australia who holds a valid student visa that has been issued by the Australian Government for that purpose

8. Amendment Schedule

Table detailing any amendment made to the policy between review dates:

Date	Modification	Version	By

Document ID	RTOPRO049	Version No	1.0	Controlled copy, uncontrolled when printed
Release Date	Jan 2017	G:\HR\TRAINING\4. CROWN COLLEGE - INTERNATIONAL\POLICIES & PROCEDURES\RTOPRO049 English Lanaguage Proficiency Policy .docx		