

**Policy Number & Name:** RTOPRO049 English Language Proficiency

**Policy Area:** Crown College International - International Students

**Authorised by:** Course Advisory & Development Committee

**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.

**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 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 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.

#### 4.2 Minimum English Language Proficiency requirements for entry to CCIHE

4.2.1 Citizens of the following countries who have undertaken secondary and/or tertiary study in English in the national education system (or equivalent) are assumed prima facie to be English speaking.

Australia	Kenya	South Africa
Botswana	Lesotho	United Kingdom (including Northern Ireland)
Canada (excluding Quebec)	Liberia	United States of America
Fiji	New Zealand	Samoa
Ghana	Nigeria	Tonga
Guyana	Papua New Guinea	Trinidad and Tobago
Ireland	Singapore	Zambia
Jamaica	Solomon Islands	Zimbabwe

4.2.2 The following countries have a majority community that are English speaking and educated entirely in English. However, a proportion of the population who speak another language and undertake schooling in that medium and may not necessarily be literate in English. Where it is evident that the applicant comes from the English speaking community in that country, with schooling completely in English, they can be regarded in a similar way to the countries listed in 4.1.1.

Canada (Quebec)	Hong Kong
Ethiopia	Israel

4.2.3 Applicants must provide sufficient documentary evidence of an assessable qualification.

4.2.4 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	51-58	79
Certificate IV in Commercial Cookery	5.5	162	43-50	71
Certificate III in Commercial Cookery	5.5	162	43-50	71

4.2.5 Results from multiple tests cannot be combined.

4.2.6 Alternative English language tests will be considered on a case by case basis by the Group Manager, Operations.

4.2.7 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.

### 4.3 English Language Tests

4.3.1 Where English is not the applicant's first language or where the qualifications are from institutions where the delivery of the program was not in English, applicants are required to demonstrate their proficiency in English by achieving the English entry level in an internationally recognised English Language test.

4.3.2 The approved English Language tests and minimum scores are included in the table above.

#### 4.4 Prior Study

4.4.1 Applicants may be deemed to have met the English language requirements if the applicant has successfully completed a recognised secondary or tertiary qualification in one of the countries listed in the table in 4.1.1 or 4.1.2 and in which English has been the sole medium of instruction and examination.

Source	Minimum requirements
Secondary schooling or equivalent	Completion of at least two years of secondary schooling; or equivalent, in an English medium educational institution.
Tertiary study (including VET and higher education)	At least one year of a vocational qualification at Diploma or Advanced Diploma level in an Australian Registered Training Organisation.

4.4.2 English language proficiency attained through the successful completion of an approved secondary or tertiary qualification as indicated above, 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.

4.4.3 Applicants may be deemed to have met the English language requirements if they have resided and worked professionally in Australia or another English speaking country for at least one year.

4.4.4 Applicants may be deemed to have met the English language requirements if they have successfully completed an English language course from a registered ELICOS provider with a current approved partnership agreement with CCIHE.

#### 4.5 Conditional Offers

4.5.1 Applicants who provide English test results or evidence that fails to meet the minimum standard required, or who fail to provide any evidence of English language proficiency but meet the academic entry requirements, may be issued with a Conditional Offer of admission.

4.5.2 The applicant will not be able to enrol in the course and will have their English language proficiency reassessed once evidence of proficiency has been provided by the applicant.

## 4.6 Student Support for English Language Proficiency

4.6.1 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

RTOPRO046 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.

**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:

<b>Date</b>	<b>Modification</b>	<b>Version</b>	<b>By</b>
22.5.2017	Updated formatting and numbering system	2.0	Vanessa Hoppe
23.3.2018	Updated 4.1, 4.2, 4.3, 4.4, 4.5	3.0	Vanessa Hoppe

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