

 Pacific College of Technology <small>CRCOS Provider Code: 02668F</small>	Pacific College of Technology	Authorized by	Principal
		Effective Date	November 15, 2011
	Policy & Procedures on Assessment of English Language Proficiency and Academic Entry Requirements	Department	Recruitment

1. Purpose

The purpose of this policy is to ensure Pacific College of Technology complies with **Standard 2** of the National Code – Student Engagement before Enrolment.

2. Rationale

The National Code requires that overseas education providers must ensure that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

3. Scope and Responsibility

This policy applies to all Pacific College of Technology staff processing applications from prospective students. **Administration Officer** is the designated official for the implementation of this policy and procedures.

4. Procedures to be adopted for assessing academic entry requirements

- 4.1 All applications received for various qualifications shall be recorded, and an initial assessment undertaken (for the academic entry requirements and language proficiency).
- 4.2 Applications will be assessed ensuring rigorous selection processes are followed to meet National Code requirements.
- 4.3 Recognition of Prior Learning (RPL) is offered to each candidate at the time of application. The application for RPL is made available on the website.
- 4.4 Administration officer will assess applications in a timely manner using the procedures outlined below, ensuring that adequate evidence has been provided on:

Course	Academic Entry Requirements
Certificate I to III	A successful completion of schooling of Year 11 or equivalent
Certificate IV to Diploma	A successful completion of schooling of Year 12 or equivalent or Certificate IV in the relevant course area
Advanced Diploma	A successful completion of schooling of Year 12 or equivalent or Diploma in the relevant course area

- 4.5 While assessing the application, Administration officer will ensure that the evidence of highest formal academic qualifications and relevant supporting documents are attached with the application.

5. Procedures to be adopted for assessing English Skills

- 5.1 The assessment of Language Proficiency will involve the following:
The College accepts the following form of evidence of English Proficiency for enrolling students on various qualifications as tabulated in Clause 5.2.
- 5.2 The table below summarizes the English Skills requirements for various qualifications:

Course	English Language Proficiency Requirements														
Certificate II to IV, Diploma and Advanced Diploma	<p><u>Primary evidence:</u> In order to be offered a place at Pacific College, the overseas student must demonstrate the evidence of one of the following tests:</p> <table border="1"> <thead> <tr> <th>Test</th> <th>Minimum score</th> </tr> </thead> <tbody> <tr> <td>IELTS</td> <td>5.5</td> </tr> <tr> <td>TOEFL iBT</td> <td>46</td> </tr> <tr> <td>PTE Academic</td> <td>42</td> </tr> <tr> <td>Cambridge English: Advanced (CAE)</td> <td>47</td> </tr> <tr> <td>OET</td> <td>Pass</td> </tr> <tr> <td>TOEFL PBT</td> <td>527</td> </tr> </tbody> </table> <p><u>Alternative evidence:</u></p> <ul style="list-style-type: none"> The overseas student who has scored below the minimum required score in the tests mentioned above, he/she must have undertaken or agree in undertaking of English Language program (ELICOS) of at least 10 weeks. Or The overseas student who has studied in Australia for as at least 6 months will be deemed to have required level of language proficiency provided the application is accompanied by a proof that he/she has duly completed Certificate IV or above qualification and the medium of instructions was English. Or The on-shore student not having IELTS/TOEFL/ PTE Academic/Cambridge or ELICOS certificate may also satisfy the language requirement, if they can demonstrate ALTE Level 3 or above score in the test conducted by the College. 	Test	Minimum score	IELTS	5.5	TOEFL iBT	46	PTE Academic	42	Cambridge English: Advanced (CAE)	47	OET	Pass	TOEFL PBT	527
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- 5.3 On-shore applicants who are unable to provide documentation attesting to their English proficiency levels will be required to undergo the *Oxford Quick Placement Test* (QPT) to confirm such proficiency before they can enroll in a course. The QPT is administered at Pacific College of Technology and student needs to contact the College for the dates and procedures for the Test.

6. Procedures for QPT

- 6.1 The QPT is a tool designed to test English language proficiency. Applicants have to complete the QPT of English language proficiency, designed to assess the following competencies:
- syntax and grammar
 - reading and comprehension

The following competencies will also be tested:

- speaking: topic -oriented interview
 - writing: descriptive essay and/or business oriented essay
- 6.2 The test is marked and the results are interpreted in terms of the ALTE (Association of Language Testers in Europe) levels from 0 – 5 and the table in Appendix 1 demonstrates how the ALTE levels correspond to the IELTS levels.
- 6.3 Students who achieve ALTE level 3 or above in QPT are deemed as meeting the English language requirements of the College.
- 6.4 Those who do not meet these English language proficiency scores are counseled by the Student Contact Officer to undertake further studies in English (ESL) for an appropriate duration. The student is referred to an accredited English language college of their choice to complete this support program.

7. Procedures to be adopted before offering a place of admission

- 7.1 If student is aged below 18 years, guardian must have signed an undertaking for the care of the student.
- 7.2 If applying from Australia, a valid Student Visa or a bridging visa with study right is required before offer letter is issued -sub class 572 applies for Vocational Education Courses. In case a student is applying with 571 Visa label, they need to fill up Change of Visa Sub Class Form, which is available from the Reception.
- 7.3 If the application meets the criteria, the candidate will be sent with the offer letter pack that contains the offer letter, payment schedule and student acceptance contract.
- 7.4 Once the student accepts the offer letter, he/she signs the acceptance contract and makes payment; an electronic confirmation of enrolment (e-COE) will be created and advised to the student.
- 7.5 A Letter of Release or a copy of previous e-COE is required for issue of e-COE if student was currently studying with another provider for less than six months as a principal provider of the course in Australia.
- 7.6 The applicant ensure that they have a valid Overseas Student Health Cover (OSHC) or should agree to pay OHSK before they can accept offer to study at Pacific College of Technology.

8. Application form checklist

- 8.1 When a student file is created, the administration team will put an application form checklist and complete the checklist (see Appendix 2).

APPENDIX 1- Equivalence of ALTE level in *Oxford QPT* to *IELTS*

ALTE Level	IELTS Score
4	7 (Lower Advanced)
3	6 (Upper Intermediate)
2	5 (Pre-Intermediate)
1	3-4 (Elementary)
0	Beginner

Appendix 2- Application Form Checklist

I. Eligibility for admission/Requirements (Tick the each boxes)

- Completed and **signed Application form.**
- Evidence of highest formal **academic qualifications- Overseas & Australian** both (documents that show current academic level; and original school reports or academic transcript)
- Evidence of English Proficiency- copy of valid **Test Report (IELTS/TOEFL/PTE/CAE)** or copy of ELICOS certificate
- Copy of **Passport-** bio page
- Copy of a valid **Student Visa label**
- Copy of previous **e-COE and Letter of Release** if student are currently studying at another provider (Applies to students enrolled for less than six months).

II. After Admission Document need to be checked

- Fees Payment Receipt
- Payment Schedule
- Student Acceptance Agreement-** duly signed by student

III. Students under 18 years of age

If under 18 years of age when student arrive in Australia, student will need to be demonstrated that he/she are being cared by a parent or a suitable nominated relative.

- Student under 18 **Care Giver Form** is available at the reception. The form needs to be filled by the applicants Parent or the nominated Guardian.