

GCA Temporary English Language Testing (COVID-19) Policy and Procedure

Context

This policy sets out the framework for a temporary English language testing and support at Group Colleges Australia (GCA) during the Covid-19 pandemic. This policy supplements to the Universal Business School Sydney (UBSS) Course Admissions Policy, which outlines the English language admissions standards.

Rationale

This policy aims to ensure that Group Colleges Australia (GCA) has in place a clear policy and set of procedures for the Temporary English language testing of potential students during the admissions process.

Definitions

Applicant relates to an Education Agent who is engaged by GCA to recruit students and has a written agreement with GCA or to students who apply for enrolment directly with GCA.

Authorised staff include GCA Admissions, GCA Student Services, UBSS Executive Dean, UBSS Academic Coordinator and UBSS Learning Support and Event Coordinator who have the authority to assess and approve all student re-enrolment cases.

ELICOS is English language intensive courses for overseas students studying in Australia on student visas.

MyGCA is a web-based college administration system used by UBSS International students, providing an easy online service from any computer around the world for all stages of an educational pathway, from initial inquiry, to enrolment and final graduation.

Student includes GCA prospective students and current students.

Policy Statement

The Temporary English Language Testing Policy has been introduced due to the social isolation environment created by the Covid-19 pandemic. It aims to provide students who need to meet the English entry requirement at UBSS with access to an English placement test during the current Covid-19 government measures.

<https://www.pm.gov.au/media/update-coronavirus-measures-24-March-2020>

This policy applies to onshore applicants only. This policy applies to Trimester 2 and 3 in 2020 and Trimester 1 in 2021 applicants only.

This policy and procedure outlines the English placement test description, the test scoring methodology and the student support offered during this temporary testing facility.

The GCA Admissions Centre will apply this policy and procedure when assessing applications for admissions in any Group Colleges Australia's higher education courses.

English Language Proficiency

Sufficient evidence of English language proficiency needs to be submitted by every GCA applicant. Each student will be assessed individually; English Language Proficiency Tests and other equivalent English preparation, combinations of English preparation and/or formal studies in English will be considered. Applicants seeking admissions into a GCA course need to satisfy at least one of the English language entry requirements as per the GCA English Language Proficiency Assessment Policy and Procedures and the UBSS Course Admissions Policy. Assessing staff can also take into consideration the following temporary measures:

1. English Language Proficiency Tests

Due to the lack of availability of English Placement tests to international students in Australia during the Covid-19 pandemic, GCA will temporarily accept all English test results obtained in the past 3 years. This measure is in place until January 29th, 2021. This measure has been informed by the University of Sydney, Admissions Updates Mar 2020.

2. Studies in English in Australia

Due to the lack of availability of English Placement tests to international students in Australia during the Covid-19 pandemic, GCA will temporarily accept all Vocational and Higher Education level studies in Australia with a duration of minimum 1 year and at Diploma level or above, obtained in the past 3 years. This measure is in place until January 29th, 2021.

Responsibilities

This document incorporates all temporary English language requirements measures, some of which have been separately approved. If changes are required, the Business Development & Admissions Director will be responsible for researching the industry, developing change proposals, and planning the implementation of the change. The GCA Admissions Centre and its staff are responsible for ensuring compliance by auditing student files. The UBSS Academic Team is responsible for supporting and monitoring the student's academic progress. Staff must maintain all records relevant to administering this policy and procedure in a myGCA.

Legislative Context

- National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2.
- Australian Qualifications Framework (AQF)
- Education Services for Overseas Students (ESOS) Act 2000
- Higher Education Standards Framework (Threshold Standards) 2015
- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011

Related Documents

- UBSS Course Admissions Policy
- GCA English Language Proficiency Assessment Policy and Procedures

Version Control and Accountable Officers

Policy Category	GCA		
Responsible Officer	Business Development and Admissions Director		
Review Date	January 2022		
Approved By	EMT		
Previous Version/Date	V3		08 January 2021
Version	Authored By	Description of Changes	Approved By
001	AK	New template ¹	EMT March 2021

¹ Note the new template was approved by the EMT 4 March 2021
Group Colleges Australia ABN 11 085 429 732