

GCA English Language Proficiency Assessment Policy and Procedure

Approved by: GCA Executive	Date Approved: 14 October 2020
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Current Version: V3	Date of Next Review: 31 January 2021

Context

This policy sets out the framework for English language proficiency requirements, assessment and support at Group Colleges Australia (GCA). This policy supplements to the 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 English language proficiency assessment of potential students during the admissions process.

Legislative Context

- The 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
- Metro English College Admissions Policy (expired policy)

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 Dean, UBSS Academic Coordinator and the 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

The English language requirements outlined in this policy are the minimum levels determined by UBSS's Academic Board for admission to its various higher education courses.

International or domestic students born outside of Australia, Canada, New Zealand, United Kingdom, Ireland, South Africa, Singapore or the United States of America need to meet English language proficiency requirements at specified levels in order to be eligible for entry to any higher education course offered by Group Colleges Australia. Students from other countries where English is the official language may need to provide evidence of Secondary or Higher education studies completed within the 5 years before applying to UBSS.

This policy applies to both onshore and offshore applicants.

This policy and procedure sets out the minimum requirements, and the alternative evidence of achievement pathways, which are accepted by GCA.

The GCA Admissions Centre will apply this policy and procedure when assessing applications for admissions in any of GCAs higher education courses.

This policy is informed by the [University of Sydney's Admissions Standards – English Proficiency policy](#) and the [Central Queensland University's English Language Proficiency Requirements Policy and Procedure](#).

PROCEDURE

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 following English language entry requirements:

1. English Language Proficiency Tests

English Tests	Undergraduate Courses	Postgraduate Courses
IELTS	IELTS 6.0	IELTS 6.0 (minimum 6.0 in Writing and Speaking bands)
TOEFL (internet-based)	60	60 (minimum 21 in Writing and 18 Speaking bands)
PEARSON (PTE)	50	50 (minimum 50 in Writing and Speaking bands)
SCIC English Placement Test	IELTS 6.0 equivalency	IELTS 6.0 (minimum 6.0 in Writing and Speaking bands) equivalency

*the listed band descriptors have been adapted from the IELTS (www.ielts.org), TOEFL (www.ets.org) and the Pearson (www.personpte.com) websites.

**All English test results must have been obtained in the past 2 years prior to commencement.

2. Recognized English Entry Providers (REEPS)

GCA recognizes all ELICOS providers in Australia approved and registered by the Australian Skills Quality Authority (ASQA) and the Tertiary Education Quality Standards Agency (TEQSA).

Students may satisfy the English entry requirement and gain direct entry into GCA programs by submitting ELICOS course certificates which clearly indicate an equivalency to any of the English entry requirements listed in this policy.

In the case more than one English preparation course certificate are submitted or where an ELICOS course and an English test are involved, GCA will assess accordingly. Calculation of the equivalence of outcome will be based on incremental improvement of 0.5 IELTS for each 10-week course of language study (e.g. entry with IELTS of 5.5 followed by 10 weeks study will be equivalent to an outcome of IELTS 6.0). Evidence of IELTS equivalency or an English placement test may still be requested.

3. Studies in English

GCA recognizes studies in English (completed in countries listed above) as satisfactory English Language evidence, as follows:

Undergraduate Courses

- a completed secondary education (high school) qualification, or
- a completed foundation/preparation program with the required grades in relevant English subjects or,
- a completed AQF diploma/advanced diploma (or equivalent) from a recognised institution, or
- at least one year of full-time satisfactory study (or part-time equivalent) in a recognised bachelor's degree or other approved higher education qualifications.

The above studies must be undertaken in English within 5 years of the date the student will commence the course.

Postgraduate Courses

- at least one year of full-time satisfactory study (or part-time equivalent) in a recognised bachelor's degree or other approved higher education qualifications.

The above studies must be undertaken in English within 5 years of the date the student will commence the course.

A combination of Higher education degrees and Vocational studies completed within the last 5 years and/or English Language Proficiency tests and courses completed in the past 2 years may also be taken into consideration.

RESPONSIBILITIES

This document incorporates all current English language requirements, many of which have been separately approved as part of a course approval.

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. Staff must maintain all records relevant to administering this policy and procedure in a myGCA.

Document Change Control

Version	Change Description	Date	Author
V1	Policy update 2019	Jul 2019	Carlos Munoz
V2	Added: "This policy applies to both onshore and offshore applicants".	Sep 2019	Carlos Munoz
V2	Added "informed" reference.	Sep 2019	Carlos Munoz
V2	The policy has been reviewed. There is no change in the policy	January 2020	Pam Kewkhuntod
V3	Web links have been updated	October 2020	Carlos Munoz
V3	Expanded on "English as official language" applicants from other countries not listed. Page 2.	October 2020	Carlos Munoz
V3	The BBC English Language placement test has been removed as valid evidence due BBC's closure. Page 3	October 2020	Carlos Munoz
V3	Further clarification on combination of English language evidence has been included. Page 4.	October 2020	Carlos Munoz
V3	The "Studies in English" section has been updated to reflect a more industry standard assessment policy by benchmarking the University of Sydney - English Proficiency Policy. Page 4	October 2020	Carlos Munoz
V3	Replaced "All English test results must have been obtained in the past 2 years." with "All English test results must have been obtained in the past 2 years prior to commencement". Page 3.	November 2020	Pam Kewkhuntod