GCA English Language Proficiency Assessment Policy and Procedure[1]

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.

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 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

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[1]See Appendix A for a list of policies referred to in this document.

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 were 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.

Information to Students
Information in relation to the English language requirements is available to students and staff on the UBSS website, Student Handbook and the LMS.

Sufficient evidence of English language proficiency needs to be submitted by every student who is applying for course entry.

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)	46	46 (minimum 46 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. Recognised English Entry Providers (REEPS)

GCA recognises 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 recognises studies in English (completed in a recognised English Speaking Countries such as Canada, New Zealand, United Kingdom, United States of America and Ireland) 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
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 myGCA.

Legislative Context

➢ National Code of Practice for Providers of Education and Training to Overseas Students 2018
➢ Australian Qualifications Framework (AQF)
➢ Education Services for Overseas Students (ESOS) Act 2000
➢ Higher Education Standards Framework (Threshold Standards) 2021
➢ Tertiary Education Quality and Standards Agency (TEQSA) Act 2011

Related Documents

➢ UBSS Course Admissions Policy

Version Control and Accountable Officers

Policy Category	GCA		
Responsible Officer	Business Development and Admissions Director		
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001	AK	New template[2]	EMT March 2021
002	AK	Refresh	Feb 2022
003	AK	Refresh	Feb 2023

[2] Note the new template was approved by the EMT 4 March 2021

Appendix A

List of documents referred to in the creation of this document.

Name of Document	Institution Name	Website	Date Accessed
English Language Proficiency Procedure	RMIT	https://policies.rmit.edu.au/document/view.php?id=131	16/1/2023
English Language Proficiency for Admission Policy	Newcastle University	https://policies.newcastle.edu.au/document/view-current.php?id=165	16/1/2023
English Language Proficiency Policy	SP Jain	https://www.spjain.org/hubfs/policies-pdf/English-Language-Proficiency-Policy.pdf	16/1/2023