



English Language Assessment Policy and Procedure

Purpose:

This policy sets out the assessment of English level of applicants, for admission into SELC ELICOS and vocational courses. The aims of the policy are two-fold:

1. To ensure correct and clear procedures are in place and followed when it comes to assessing students' English ability, before enrolment and placement in SELC courses.
2. To maximise the students positive learning experience, at SELC from pre-enrolment through to completion of their course.

1. Application form

For ELICOS Courses:

All enrolment application forms must clearly state the English entry requirement for each course, where applicable. This is determined by the scores on the specific offshore and onshore placement/qualifying tests for each course. All application forms and letters of offer state, that entry is dependent on 'the student meeting the language requirements for the course'.

Students will be issued with a Letter of Offer and then Confirmation of Enrolment (CoE), based on SELC's offshore pre-enrolment tests. However, once the onsite testing has been conducted it may be judged the student's English ability is not appropriate for the course. See point 6 in this document and consult the SELC Conditions of Enrolment, for further information relating to this scenario.

For Vocational courses:

All enrolment application forms clearly state the English entry requirement as an IELTS test result e.g. IELTS 5.5 (Academic Module) or equivalent. All applications must include evidence of English language ability, as specified by SELC, in order to be granted full acceptance into a vocational course.

Students will be issued with a Letter of Offer and then Confirmation of Enrolment (CoE), based on SELC's pre-enrolment English aptitude test. However, once the onsite testing and interview has been conducted it may be judged the student's English ability is not appropriate for the course. See point 6 in this document and consult the SELC Conditions of Enrolment, for further information relating to this scenario.

2. Prior study in English

It may be determined that prior study in English is sufficient proof of English ability. In order to meet this requirement, students must have:

- Completed Year 12 in Australia
- Completed secondary studies in a country where English is the official language, with a pass in final year English (equivalent to HSC English band 4 or above)
- AQF Qualification Certificate III and above in any discipline

Onshore students

3. SELC Placement Tests

Students who do not have any evidence of their English level, can do an onsite English test. The SELC Placement Tests (versions A, B, C, D & E), Cambridge Placement test, AEP Placement Test (Versions A,B,C) provide the information necessary to judge if a student's English level is appropriate for their chosen course. Students do the test at SELC under the supervision of a member of staff, as nominated by the ELICOS Academic Manager.

Offshore Students

4. English Requirements and Testing Process by course:

4.1 Vocational Qualifications

Applicants will be deemed to have satisfied the English Language requirements for entry into any SELC vocational course, if they can provide evidence that they meet one of the following criteria:

- Strong upper-intermediate level with a certificate from a NEAS accredited ELICOS college
- An overall score of **5.5**, with no band score less than 5.0 International English Language Testing System (IELTS). The IELTS test should be taken no more than 12 months prior to a student undertaking the course
- TOEFL - 525
- Cambridge FCE Certificate or higher
- SELC Placement Test – resulting in upper-intermediate banding
- AQF qualification Certificate III and above in any discipline

In all cases, test results or study must not be more than 1 year prior to study at SELC. Students must also be over 18 to gain entry into this course.

Testing Process:

- Contact SELC and request a SELC placement test
- Attend SELC and complete placement test
- SELC contacts student to inform them of provisional acceptance or not.
- SELC may decide a pre-enrolment interview is necessary for some students.
- If student is accepted, then they will sign a completed enrolment form with payment.
- SELC contacts student on receipt of application and supplies relevant documents.

The student arrives at SELC and completes a face-to-face interview. If a student is applying at SELC in person then they only need to do the onsite English aptitude test and face-to-face interview.

SELC can refuse entry to courses at any stage of the application process, even after tuition fees have been paid, if it is judged that the students English is not yet strong enough. Final judgment will be made in person at SELC, by the course coordinator.

Students are made aware on their Letter of Offer, that a place in a vocational course is 'subject to meeting the language requirements for the course' and therefore not guaranteed until they have taken the onsite English aptitude test (if other language proficiency evidence is not provided). Refer to Point 6 of this document and the SELC Conditions of Enrolment for policy and options if a student isn't accepted onto their desired course.

SELC English language courses

4.2 English for Academic Purposes (AEP)

Applicants will be deemed to have satisfied the English Language requirements for entry into the SELC AEP course if they achieve the required score on the offshore qualifying test. The AEP coordinator is to use the results of this test to advise potential students on the time required to gain a letter of recommendation from SELC, which will allow them to pursue their further studies.

If a student's level is judged as 'possibly strong enough' for AEP, they may be asked to take the New Student's Placement Test on their first day at SELC. The results of this test will determine their ability to join the EAP course.

Students are made aware on their Letter of Offer that a place on the AEP course is 'subject to meeting the language requirements for the course' and therefore not guaranteed until they have proven their English ability either through the New Student's Placement Test or their classroom participation and submitted assignments.

4.3 Cambridge Test Preparation

Applicants will be deemed to have satisfied the English Language requirements for entry into the Cambridge Test Preparation Course if they achieve the required score on the Cambridge Qualifying test and Cambridge Placement Test.

The Qualifying Test is administered off-shore to enquiring students, usually through agents, and on-shore at SELC by the Cambridge Coordinator. The onshore and offshore tests are the same except that the onshore test also contains a listening and speaking element.

On the first day of the Cambridge Course all students, unless otherwise instructed by the Cambridge Coordinator, are required to sit the Placement Test. This is to verify that their English level is appropriate for a Cambridge course and to place them in the most appropriate level.

Students are made aware on their Letter of Offer that a place on the Cambridge Course is 'subject to meeting the language requirements for the course' and therefore not guaranteed until they have taken the Cambridge Placement Test.

4.4 General English Programme

Students do not need to meet a specified level of English to enrol in our General English program. A placement test is taken by all students on their first day at SELC. The aim of this test is to place students in the most appropriate class for their level. Students wishing to study on the IELTS course must gain a specific score on the placement test.

Students are made aware on their Letter of Offer that a place on the IELTS courses is 'subject to meeting the language requirements for the course' and therefore not guaranteed until they have taken the Placement Test.

5. Students without evidence of their English level

Students unsure of their current English level can do the online English test, request a course specific offshore placement test and once they are at SELC do the onshore placement test appropriate for their desired course. Only testing conducted on SELC campus will evidence English language entry into vocational qualifications.

6. Students who don't meet the English entry requirements

If SELC judges that a student's English level isn't appropriate for their desired course they will be placed in an appropriate level class, within their visa regulations. The new class or course may have fewer lessons and a different curriculum. Students who do not have the ability to undertake any course being offered may be required to cancel their studies with SELC and no refund will be given, unless this occurs 28 days before course commencement.

As a general rule, students should estimate that they will need 10-12 weeks of English study in an English-speaking country to raise their level by IELTS 0.5.

Students needing extra English can apply for a “package” of General English study + their desired course here at SELC.

7. Student visa requirements

It is the student’s responsibility to check the regulations for their specific visa type (student, working holiday, tourist) and nationality (category 1, 2, 3, 4, 5) and ensure that they are allowed to study in Australia under a VET or ELICOS visa. Some nationalities are required to do a pre-visa assessment before being granted a visa to study in Australia.

If a student is from a country in Category 1 or 2 you can study on any one of the following visas:

- Visitors visa
- Working holiday visa
- Student visa (VET - Vocational Education and Training Subclass 572, or ELICOS)

If a student is from a category 3, 4 or 5 country they may need to provide an IELTS test score and undergo a pre-visa assessment (PVA) before any visa will be granted.

DIAC regulations for students applying for a VET student visa from countries categorised 3, 4 or 5.

– If applying:

- for direct entry into the Certificate III in Fitness course, the student must have an IELTS score of 6.5 or above, with no band score lower than 6.0. (These are the requirements set out by the course accreditation document).
- for direct entry into the Certificate IV in TESOL course, the student must have an IELTS score of 6.5 or above, with no band score lower than 6.0. (These are the requirements set out by the course accreditation document).
- to do an ELICOS course before the main course, the student must have an IELTS score of at least 4.5. The student can study a preliminary English course for up to 30 weeks.