



English Language Policy and Procedure

Introduction

Australian Technical College Western Australia (ATCWA) ensures that all applications for enrolment are appropriately assessed to ensure that all intending international students on a student visa have every opportunity to satisfy the requirements for satisfactory course progress in their proposed course of enrolment at ATCWA.

Purpose

To ensure that ATCWA has a policy and process to guide admissions staff in relation to formally assessing applications for enrolment to ensure that they meet the requirements of the National Code 2018, the course that the international student is seeking enrolment in and has met all requirements to confirm that they can maintain the conditions on their student visa.

This policy & procedure ensures that ATCWA meets the requirements of Part B Standard 2, Standard 3 and Standard 9 of the National Code 2018.

Scope

This policy and procedure applies to all admissions staff who process international student enrolments in CRICOS registered courses at ATCWA.

Responsibilities

Student Administration, Admissions Officer, Operations Manager, Director of Operations

Definitions

DHA means Department of Home Affairs.

eCoE means electronic Confirmation of Enrolment.

International student means international students or intending international students on a student visa under the Migration Act 1958.

PRISMS means Provider Registration & International Students Management System.



Alignment

National Code of Practice for Providers of Education and Training to Overseas Students 2018

Part B (Standard)	2.2, 3.3.2, 3.3.3, 3.5, 9.3.2
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Document Control

Version	Date	Author	Change Description
001	6 June 2019	ATCWA	Creation of policy
002	30 August 2019	ATCWA	Review of Policy
003	2 July 2020	ATCWA	Review of Policy
004	<Select date>		



Policy Statement

Australian Technical College Western Australia (ATCWA) will ensure that it assesses all applications for enrolment by international students to ensure that they are eligible for enrolment, have every opportunity to meet the requirements of the course and can meet any student visa conditions that ATCWA is required to monitor or is able to assist the student to monitor.

Assessing Eligibility

All ATCWA courses have admission criteria to assist admissions staff to determine whether or not an applicant is suitable for enrolment at ATCWA in their chosen course/s. ATCWA has the following general admission criteria which must be met to enable international students to have their enrolment accepted:

- International students must be a minimum of 17;
- Completion of high school studies equivalent to Australian Year 12 (international students only, domestic students, year 11 or equivalent) schooling OR
- Completion of secondary school/ A level education overseas OR
- Demonstrated knowledge, skills and experience in business or sales as per AQF requirements

ATCWA also has criteria that need to be met for individual courses and these will vary from course to course. These criteria will include (but are not limited to) for example:

1. Minimum English language requirements (while these are aligned to student visa requirements, these English language proficiency levels also ensure that the international student is able to communicate at an appropriate level of the Australian Core Skills Framework (ACSF) and with sufficient Language, Literacy and Numeracy (LLN) capability);
2. Pre-requisites or entry requirements for the specific course;
3. Industry experience (if applicable).

International students will also have requirements that need to be met and monitored for the purposes of their student visa including (but not limited to) for example:

1. International students can only enrol in CRICOS registered courses;
2. International students must have Overseas Student Health Coverage for the duration of their visa;
3. International students must demonstrate financial capacity to live in and study in their enrolment;
4. International students must meet the Genuine Temporary Entrant (GTE) criteria.

ATCWA admissions staff must assess each international student application for enrolment to ensure that all applicants meet the eligibility criteria for the course that they have applied for and respond in one of three (3) ways:

1. The application for enrolment can be accepted and a formal offer made to the international student;
2. The application for enrolment can be conditionally accepted and a conditional offer made;
3. The application for enrolment is denied.

Where an offer or conditional offer of enrolment is made, any conditions on the applicant's enrolment must be included in the written course agreement between ATCWA and the international student.

Where an international student applies for recognition of prior learning, national recognition or course credit, the Recognition of Prior Learning, National Recognition or Course Credit Policy and Procedure (CRICOS) must be read in conjunction with this policy and procedure.

Admissions staff of ATCWA must at all times ensure as much as possible that documentation is authentic. Some indicators of non-genuine documentation include for example (but are not limited to):

- Unexpected lines that might appear due to repeated photocopying;
- Security watermarks appearing in photocopies where it would not be expected to see any;
- Dates that do not align with student enrolment details;
- Certification that has incorrect codes and titles;
- Previously submitted documentation; and
- Signatures do not match.

Where a concern about the authenticity of a document exists, admissions staff must not approve the application however seek further confirmation or explanation from the international student. Where it is identified that an international student has submitted falsified information or documentation in their application, their application for enrolment will not be processed. If it is identified after enrolment has been processed, the international student's enrolment will be cancelled.

While ATCWA will offer all international students recognition of prior learning, national recognition and course credit where, during the application process it is identified that the international student might benefit from applying for course credit, ultimately, it is incumbent upon the international student to accept that offer and make a formal application to ATCWA.

Procedure

English Language Proficiency

Students whose first language is not English or, those international students for whom the Department of Home Affairs (DHA) require evidence of English language proficiency for the student visa application process, will be required to provide proof of English language proficiency. Accepted standards include:

- IELTS 5.5 overall (minimum 5.0 in each band);
- TOEFL 527;
- TOEFL (Internet Based) 46;
- PTE (Academic) 42;
- General English Upper Intermediate or higher;
- If you are an international student currently studying in Australia and have studied for a period of 6 months or more at AQF Certificate III level or above;
- English language courses as deemed appropriate by ATCWA (generally speaking, successful completion of ten (10) weeks of ELICOS is equivalent to a 0.5 increase in IELTS). Where this is used as a means of English language proficiency, the original certificate and attendance records must be provided with the international student's application for enrolment and written approval must be

received from Operations Manager and an additional Language Literacy and Numeracy assessment (LLN Robot) undertaken by ATCWA administration staff.

English language test providers	Minimum test score	Minimum test score where combined with at least 10 weeks ELICOS	Minimum test score where combined with at least 20 weeks ELICOS
International English Language Testing System	5.5	5	4.5
*Test of English as a Foreign Language (TOEFL) paper based	527	500	450
TOEFL internet based test	46	35	32
Cambridge English: Advanced (Certificate in Advanced English)	162	154	147
Pearson Test of English Academic	42	36	30
Occupational English Test	Pass**	N/A	N/A

*The TOEFL paper based test will only be accepted from limited countries

**The Occupational English Test includes a mark between A and E. An A or B is considered a pass.

The test must have been taken no more than two years before you apply for your student visa.

*current as at 1 January 2018 <http://www.homeaffairs.gov.au/Trav/Visa-1/500->

ATCWA admissions staff must sight certified evidence that all applicants who are offered a place at ATCWA in a CRICOS registered course meet these requirements at a minimum. Where the evidence of English language proficiency does not meet the minimum requirement on its own, this may be combined with additional ELICOS classes either as per the recommendations in the table from the Department of Home Affairs website or more if required.

All international students, regardless of their English language proficiency must undertake an LLN assessment prior to commencement of their course.

Minimum Academic Requirements

In all Vocational Education and Training (VET) and Higher Education (HE) courses, international students will need to demonstrate minimum academic requirements. In most cases, this will be a minimum of year 12 or its equivalent from their home country and can include qualifications and/or Statements of Attainment from other Australian education and training providers. Where the language of instruction and certification is not in English, all certification must be officially translated into English and certified as copies of the originals to facilitate a proper assessment of eligibility; without such evidence, the application cannot be processed. All qualifications and other certification documentation that is submitted as supporting evidence must be certified; for the purposes of this policy and procedure, where an education agent or migration agent acting on behalf of the international student and who has a formal agreement with ATCWA, the education agent or migration agent's stamp and signature will be sufficient for certification.

Where an application requires that pre-requisites or entry requirements have been met, where the international student is not meeting these through another course at ATCWA, the international student must

provide evidence that the pre-requisite unit or entry requirement has been met and verified prior to the international student commencing their course at ATCWA.

Where other course specific requirements exist such as a specific amount of industry experience, a pathway program, police clearances or vaccinations for example, verified evidence of this must also be captured by ATCWA admissions staff before the international student can commence their course at ATCWA.

Student

ATCWA has identified that successful completion of academic programs at ATCWA is usually aligned with strong student visa compliance and as such, ATCWA incorporates a brief assessment of evidence against the Genuine Temporary Entrant (GTE) criteria applied to all student visa applications by the Department of Home Affairs. Admissions staff must confirm that the applicant has provided suitable responses to the GTE criteria form included with the application documentation. The following criteria must be assessed as suitable for enrolment based on the exemplar responses provided by ATCWA management:

- Financial Capacity;
- The international student's history in Australia; and
- Post – study intentions.

Other criteria that support successful completion of academic programs at ATCWA that form part of student visa compliance and GTE criteria and for which admissions staff are responsible for monitoring include (but are not limited to):

- Ensuring all fields on all documents are completed properly;
- The international student does not appear to be going from one college to another:
 - For short periods of time;
 - For lengthy periods (in other words the international student has completed at least 2 courses with other providers);
- The commencement date on the international student visa was several years prior to the international student's enrolment application at ATCWA;
- The international student's English language proficiency evidence is outdated by several years;
- The international student's OSHC has expired or is due to lapse;
- The international student's contact details are updated on RTO Manager and PRISMS within 48 hours of a change being notified by the international student in writing to ATCWA.

Receiving Course Money

ATCWA may not receive course money from international students or their parents or legal guardians prior to the course acceptance being accepted by the international student. It may however be received concurrent with the receipt of the signed course acceptance.

Where a prospective international student or education offers course money when ATCWA has not made a formal offer of enrolment and the international student has accepted that course offer, ATCWA cannot accept the course money until the course agreement has been accepted and received. Where payment is inadvertently received prior to the arrival/receipt of the course acceptance, the receiving staff member must notify the international student, parent/legal guardian and/or the education agent and advise them in writing that the enrolment cannot be processed until such time as the course acceptance is received.



Related Documents

- Application Form
- Formalisation of Enrolment Policy and Procedure
- Student Engagement Before Enrolment Policy and Procedure
- LLN Online test
- Complaints and Appeal Policy and Procedure;
- Completion within the Expected Duration Policy & Procedure;
- Course Progress Policy & Procedure;
- Deferral, Suspension and Cancellation Policy & Procedure;
- Education Agent Policy & Procedure;
- Course Acceptance Agreement;
- Student Fees and Charges Policy;
- International Student Handbook;
- Issuing a Confirmation of Enrolment (CoE) on PRISMS Policy and Procedure;
- Letter of Offer – International Students;
- Monitoring Attendance Policy & Procedure;
- Recognition of Prior Learning, Credit Transfer and Course Credit Policy & Procedure;
- Refund Policy;
- Student Engagement Before Enrolment Policy & Procedure.