

English Language Proficiency Procedure

Date first approved:	28 May 2018
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Date last amended:	28 September 2021
31 March 2025	31 March 2025
Approved by	Stanley College Academic Board
Authorised Officer	Registrar
Supporting documents, procedures and forms of this procedure	Admissions Policy and Procedure Aboriginal and Torres Strait Islander Peoples Diversity and Equity Policy Education Policy and Procedure Student Support Policy and Procedure Student Progress Policy and Procedure
Related Legislation and Codes of Practice	<u>Admissions Transparency Implementation Plan, June 2017</u> <u>Education Services for Overseas Students (ESOS) Act 2000</u> <u>Higher Education Standards Framework 2021, Part A: Standard 1.1 (Admission) and 7.2 (Information for Prospective and Current Students)</u> <u>National Code 2018, Standard 2 and 3</u> <u>Tertiary Education Quality and Standards Agency (TEQSA) Act 2011</u>
Audience	Public

1. PROCEDURE

Assessing Student Applications

- 1.1 Students applying for admission to higher education courses at Stanley College will be required to provide evidence of meeting the English language proficiency required for entry into the course.
- 1.2 Specific requirements are outlined within the *English Language Proficiency Policy*.
- 1.3 Stanley College Admissions staff will process applications as per the *Admissions Policy* and *Admissions Procedure*.
- 1.4 Each student's English language proficiency documentation will be assessed as per the requirements outlined in the *English Language Proficiency Policy* to determine whether they meet the required proficiency in English needed to participate in their intended study, with the aim of guaranteeing progress and completion.
- 1.5 Stanley College will ensure the English language documentation has been certified appropriately.
- 1.6 The verification of qualifications will be assessed by more than one personnel, including a final compliance sign-off by the Registrar.
- 1.7 Where a student has attempted multiple sitting of approved tests, only test results from the **most recent** sitting will be accepted for each application (refer to Clause 4.8 of the *English Language Proficiency Policy*)
- 1.8 All English language evidence will be recorded on Stanley College's Student Management System (Meshed).
- 1.9 Once assessment is complete, Stanley College is required to either:
 - a. Issue an offer or conditional offer; or
 - b. Reject if unsuccessful.
- 1.10 All communication to students is recorded appropriately.
- 1.11 In the event of a student showing English proficiency issues within the first weeks of commencement, the process of early progress intervention strategies may be applied (refer to *Student Progress Procedure*). An arrangement may be made for re-testing of the student's English proficiency level if necessary.

English Standards Review

- 1.12 A review is to be undertaken by Stanley College every three years to ensure the English language proficiency standards for admission is sufficient.
- 1.13 This review will be undertaken by the Registrar for reporting to the Academic Board.