

# Assessing Students' Qualifications, Experience, English Language Proficiency, and Skills First Eligibility Policy and Procedures

## Policy

1. This policy supports the ESOS National Code 2018 - Standard 2.2 that states:  
*"2.2 The registered provider must have and implement a documented policy and process for assessing whether the overseas student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course."*

and

the Standards for Registered Training Organisations (RTOs) 2015 – Standard 3 Clause 3.5 that states:

*"The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:*

- a) *AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or*
- b) *authenticated VET transcripts issued by the Registrar."*

and

the Standards for Registered Training Organisations (RTOs) 2015 – Standard 1 Clause 1.12 that states:

*"The RTO offers recognition of prior learning to individual learners."*

2. This policy supports the Skills First Program Funding Contract requirements.
3. The College ensures students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
4. The College recognises qualifications and Statements of Attainment issued by another RTO.
5. The College recognises students' prior learning. Recognition of Prior Learning (RPL) is a process through which applicants gain course credits based on experience gained through similar study (but not direct equivalent), work experience (in any form) or through informal or formal training or other life experiences.
6. International students who do not meet the specific English language requirements of the College's Vocational Education and Training (VET) programs can enrol in the College's English language programs/ ELICOS courses as a way of reaching the required English proficiency level.
7. Domestic/ other temporary visa holder students who do not meet specific Language, Literacy and Numeracy Skills requirements of the College's Vocational Education and

Training (VET) programs can enrol in the Colleges' English language courses as a way of reaching the required LLN level.

8. The college must not subcontract any aspect of the Pre-Training Review for Skills First Program government funded students.
9. This policy applies to staff, students and education agents.
10. The CEO is responsible for the implementation of the policy and procedures and to ensure that staff, students and education agents are aware of its application and implement its requirements.

## Procedures

### Definitions:

**International students** are overseas students who hold an Australian student visa.

**Domestic students** are students who are

- an Australian citizen;
- a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand);
- an Australian permanent resident; or
- an Australian humanitarian visa holder.

**Other temporary visa holder students** are non-domestic students who do not hold an Australian student visa.

## Procedures for International Students

1. After receiving a completed Application Form- International Student, the Enrolment Officer will check if all supporting documents are complete. All supporting documents such as high school certificates/ qualifications, birth certificates, other documents that are not in English Language must be accompanied by their English translation. Supporting documents must be certified. If all documents are complete, the Enrolment Officer will make an enrolment decision.
2. Each enrolment application is to be assessed to ensure that the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
3. Students will need to meet the following entry requirements dependent on the chosen course:  
For VET courses:
  - Successful completion of Year 12 or the equivalent level of study
  - Minimum English level of IELTS 6.0 or equivalent
  - Applicant must be 18 years of age or above
  - Training Package entry requirements as per the students chosen course.

For ELICOS Courses:

- Minimum English level of IELTS 3.0 or equivalent/ successful completion of the College's English Language Placement Test for entry to General English
  - Minimum English level of IELTS 5.0 or equivalent/ successful completion of the College's English Language Placement Test for entry to English for Academic Purposes (EAP)
  - Applicant must be 18 years of age or above
4. The Enrolment Officer assesses the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.
5. If the applicant's educational qualifications do not meet the College's admission requirements, other factors may be considered at the discretion of the college. Verified evidence of these other factors must be included with the application. These other factors may include but not limited to:
- Mature age, and or proof of being 18 years or older at the proposed date of commencement,
  - Work experience,
  - Attitude and aptitude,
  - Previous academic results,
  - Attendance / participation rate in the previous college,
  - Ability and skills to function in an academic environment,
  - Possibility to succeed in his/her academic endeavours.

Having arrived at an admission decision for the applicant's educational qualifications, the English language skills will be assessed. If student has a satisfactory IELTS score or equivalent (listed under entry requirements), the applicant will be offered a place in the chosen course.

### **English Proficiency Entry Requirements for Vocational Education and Training (VET) Qualifications**

- a. Enrolment into each course requires each International student to meet the specified IELTS level or equivalent as per their chosen course.
- b. Each Student is required to provide a certified/agent verified copy of their current IELTS level from their IELTS provider.
- c. If the IELTS test or its equivalent shows that the English language requirements have not been met then the student will need to undertake a period of study in an English language course that gives an outcome at the advanced level.
- d. In the event that a student does not have formal evidence of English proficiency or of other vocational qualifications, they will be required to sit an English Language Placement Test. As a result of this test students may be enrolled directly into the course or may be required to undertake a specified period of English language study.

- e. Students who originate certain countries and are not required to provide an IELTS score will be requested to complete the College's English Language Placement test.
- f. Applicants who have successfully completed two full-time years of study or equivalent at a secondary (Years 10-12) or post-secondary educational institution, where the sole language of instruction and assessment was English, do not have to provide a current IELTS certificate and may not be required to undertake a language test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution. This study must have been completed no more than two years prior to the date of application to the College course.

### English Proficiency Entry Requirements for ELICOS Courses:

- a. The following basis of equivalence issued in determining entrance levels for English Language courses for International students:

Course	Duration (Study Week only)	Entrance Level (IELTS or equivalent)	Exit Level (IELTS or equivalent)
General English	52 weeks	3.0	5.5 – 6.0
English for Academic Purposes (EAP)	20 weeks	5.0	6.0 – 6.5

- b. For those students who do not have any formal recognition of their English language skills and have not completed any vocational qualification at or above Certificate IV level, will have to sit for the college's English Language Placement Test that enables the Enrolment Officer to determine the student's English proficiency level. The duration of the course will be determined on the basis of this test. For offshore students, this online test will be administered by the College's agents offshore. For onshore students, the online test is administered by an Enrolment Officer.
6. A Pre-Enrolment Review is completed in full and with sufficient information to allow the college to accurately ascertain the suitability of the program for the student. This is done by the Enrolment Officer. The Enrolment Officer is to ensure that a relevant Pre-Enrolment Review Form & Admission Checklist is properly completed.
7. After a Pre-Enrolment Review is completed and the student's application is approved, the Enrolment Officer will offer an enrolment to the student. The Enrolment Officer will send a relevant Letter of Offer and Written Agreement to the student via email. If the student wishes to accept the offer the student must pay the fee requested in the Letter of Offer and Written Agreement, complete, sign and date the Letter of Offer and Written Agreement and return it to the College. If the student's application is rejected, the Enrolment Officer will notify the student via email with a reason for the rejection.

## Procedures for Domestic/ Other Temporary Visa Holder Students

1. After receiving a completed Application Form- Domestic Student/ Application Form- Other Temporary Visa Holder, the Enrolment Officer will make an enrolment decision.
2. Students will need to meet the entry requirements dependent on the chosen course or
  - Mature students who have diverse academic, work and life experiences are encouraged to enrol. The definition of a mature student for the College's purposes is a person over 23 years of age that hasn't been studying at either Year 12 level or University/TAFE level for at least 7 years and are an Australian or New Zealand citizen (or Australian permanent resident or holder of a permanent Humanitarian Visa).
3. A Pre-Enrolment Review is completed in full and with sufficient information to allow the college to accurately ascertain the suitability of the program for the student. This is done by the Enrolment Officer. The Enrolment Officer is to ensure that a Pre-Enrolment Review Form & Admission Checklist is properly completed.
4. Each enrolment application is to be assessed to ensure that the student's Language, Literacy and Numeracy (LLN) skills are appropriate for the course for which enrolment is sought.

### **LLN Requirements to VET Qualifications:**

- a. Enrolment into each course requires each student to meet the specified LLN Skills as per their chosen course.
  - b. Each student is required to take an online Language, Literacy and Numeracy Test for a relevant level.
  - c. If the student's LLN skills do not meet the college's entry requirements, the college will analyse the gap for each score skills. A learner may benefit from undertaking a period of study in an English Language course provided by the college if there is a gap of one ACSF level between their existing performance and the level required to successfully complete a qualification/course. The college may also consider it unnecessary to provide English language training unless there is more than one ACSF level difference between the existing level of a learner and the level needed to successfully complete a qualification/course. The college may determine that the VET course delivery will address the contextualised gap training needed so that the learner will be able to successfully complete without needing specific English language delivery support. If the gap is too large, for example two ACSF levels, then the College may determine that specific English language support is required.
  - d. Students may not be required to take the LLN test if they can provide verified qualification(s) or IELTS test result or equivalent.
  - e. Applicants who have successfully completed Year 10-12 in an Australian Secondary School or had an Australian Certificate IV qualification may not be required to undertake an LLN test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution.
5. An Enrolment Officer of the College through an online LLN test result of the applicant assesses the applicant's Language, Literacy and Numeracy skills necessary for studying at the required level of the proposed qualification. The application is also assessed to

determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.

6. After a Pre-Enrolment Review is completed and the student's application is approved, the Enrolment Officer will offer an enrolment to the student. The Enrolment Officer will send a relevant Letter of Offer and Written Agreement to the student via email. If the student wishes to accept the offer the student must pay the fee requested in the Letter of Offer and Written Agreement, complete, sign and date the Letter of Offer and Written Agreement and return it to the College. If the student's application is rejected, the Enrolment Officer will notify the student via email with a reason for the rejection.

## Procedures for Skills First Program Government Funded Students

1. After receiving a completed Skills First Program - Evidence of Eligibility and Student Declaration Form and Application Form- Domestic Student, the Enrolment Officer will conduct a Pre-Training Review using a Pre-Training Review form and make a decision on eligibility and enrolment.
2. Students will need to meet the eligibility criteria for Skills First Program and meet the entry requirements dependent on the chosen course or
  - Mature students who have diverse academic, work and life experiences are encouraged to enrol. The definition of a mature student for the College's purposes is a person over 23 years of age that hasn't been studying at either Year 12 level or University/TAFE level for at least 7 years and are an Australian or New Zealand citizen (or Australian permanent resident or holder of a permanent Humanitarian Visa).
3. Students' eligibility for Skills First Program government funding is assessed against the Skills First Program eligibility criteria.
4. A Pre-Training Review is completed in full and with sufficient information to allow the college to accurately ascertain the suitability of the program for the student. This is done by the Enrolment Officer. The Enrolment Officer is to ensure that the Pre-Training Review Form is properly completed including by:
  - a. identifying objectives for training when conducting a Pre-Training Review.
  - b. capturing existing educational capabilities and previously acquired competencies when conducting a Pre-Training Review.
  - c. capturing the student's LLN skills
  - d. identifying learning needs if applicable
  - e. determining if program level was appropriate for the student
  - f. documenting why the program was the most suitable for the student
  - g. A sample of a properly completed Pre-Training Review Form is provided as reference for the Enrolment Officer.
5. Each enrolment application is to be assessed to ensure that the student's Language, Literacy and Numeracy (LLN) skills are appropriate for the course for which enrolment is sought.

### LLN Requirements to VET Qualifications:



- a. Enrolment into each course requires each student to meet the specified LLN Skills as per their chosen course.
  - b. Each student is required to take an online Language, Literacy and Numeracy Test for a relevant level.
  - c. If the student's LLN skills do not meet the college's entry requirements, the college will analyse the gap for each score skills. A learner may benefit from undertaking a period of study in an English Language course provided by the college if there is a gap of one ACSF level between their existing performance and the level required to successfully complete a qualification/course. The college may also consider it unnecessary to provide English language training unless there is more than one ACSF level difference between the existing level of a learner and the level needed to successfully complete a qualification/course. The college may determine that the VET course delivery will address the contextualised gap training needed so that the learner will be able to successfully complete without needing specific English language delivery support. If the gap is too large, for example two ACSF levels, then the College may determine that specific English language support is required.
6. The Enrolment Officer through an online LLN test result of the applicant assesses the applicant's Language, Literacy and Numeracy skills necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol. This is part of a Pre-Training Review.
  7. After a Pre-Training Review is completed and the student's application is approved, the Enrolment Officer will offer an enrolment to the student. The Enrolment Officer will send a relevant Letter of Offer and Written Agreement to the student via email. If the student wishes to accept the offer the student must pay the fee requested in the Letter of Offer and Written Agreement, complete, sign and date the Letter of Offer and Written Agreement and return it to the College. If the student's application is rejected, the Enrolment Officer will notify the student via email with a reason for the rejection.
  8. After the College receives the signed Letter of Offer and Written Agreement, a relevant Individual Training Plan is generated for the student and discussed with the student by the college's relevant trainer. If the student is participating in training at the college, the student and the college's relevant trainer are to signed the plan. If the student is participating in workplace-based training, the plan is also to be agreed to and signed by the employer in addition to the student and the relevant trainer. The Training Plan is effective only when signed by all relevant parties. The relevant parties' signatures are to confirm that they have discussed, understand and are satisfied with the Individual Training Plan arrangements. A copy of the Individual Training Plan is provided to the student before training commencement, or no later than four weeks after training commencement and if applicable to the employer. A copy of the Individual Training Plan will be kept in the student's enrolment file by the Administration staff. Another copy of the Individual Training Plan will be kept by the relevant trainer in the student's academic files to monitor the student's course progress. The college's staff are to refer to the Issuance of Individual Training Plans for Skills First Programs Procedure.

### **Credit Transfer**

- Course credits may be gained by applicants who are transferring from another RTO or have studied one or more units in the same qualification at another RTO.
- To apply for a Credit Transfer, students will need to lodge an application for credit transfers with their Application Form.
- The College's Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedures is available at the following link  
<https://www.einsteincollege.vic.edu.au/pdfs/Credit-Transfer.pdf>

### **RPL**

- To apply for RPL, students will need to lodge an application for RPL with their Application Form.
- The College's Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedures is available at the following link  
<https://www.einsteincollege.vic.edu.au/pdfs/Credit-Transfer.pdf>