Assessing and Supporting English Language Proficiency

Policy and Procedure

Table of Contents

1. PURPOSE

The purpose of the Assessing and Supporting English Language Proficiency Policy and Procedure is to set out:

- English language proficiency requirements,
- English language proficiency assessment processes, and
- How JMC Academy will support students to continue to develop their English language proficiency once enrolled.

2. SCOPE

The Assessing and Supporting English Language Proficiency Policy and Procedure applies to all current JMC Academy students, and applicants seeking entry into any program delivered by JMC Academy.

The Assessing and Supporting English Language Proficiency Policy and Procedure does not apply to:

- Professional and continuing education programs, and
- Other non-award short courses delivered onshore and offshore.

3. DEFINITIONS

All definitions are located in the *JMC Academy Glossary.*

4. POLICY

4.1. JMC Academy ensures admitted students have the English language proficiency needed to participate in their intended study, and no known language limitations that would be expected to impede their progress and completion.

4.2. To ensure students are sufficiently competent in the English language to participate effectively in their studies, JMC Academy will:

4.2.1. Establish English language proficiency requirements in accordance with the specifications of external accreditation bodies, and in accordance with the program content,

4.2.2. Ensure students applying for admission can demonstrate each of the English language skills (reading, writing, speaking, and listening) at a level required for admission to the relevant qualification,

4.2.3. Require that students have an adequate level of English to enable them to successfully engage with the academic content of the course or program,

4.2.4. Provide English language proficiency support to students through support sessions with the Academic Support Officer at the relevant campus.

4.3. Citizenship and/or residency of a country where English is an official language does not immediately mean that the English language requirements are met, and applicants must provide evidence of an assessable qualification.

4.4. **Domestic applicants for undergraduate and vocational programs** must meet the English language requirements, which they can evidence in one the following ways. At a minimum, successful completion of:

4.4.1. Year 10 in the Australian school system or overseas equivalent, where the course was taught entirely in English (vocational programs), or

4.4.2. Year 12 in the Australian school system or overseas equivalent, where the course was taught entirely in English (undergraduate programs), or

4.4.3. An Australian Qualification Framework award at Level 3 (AQF 3) or above e.g., Certificate III, or a comparable overseas post-secondary qualification, where the course was taught entirely in English, or

4.4.4. One (1) year full-time study of an Australian tertiary preparation course or equivalent (e.g., foundation course), or

4.4.5. One (1) year full-time study of a government-accredited course taught entirely in English.

4.5. **Domestic applicants for postgraduate programs** must meet the English language requirements, which they can evidence in one the following ways. At a minimum, successful completion of:

4.5.1. An Australian Qualification Framework award at Level 7 (AQF 7) or above e.g., Bachelor, or a comparable overseas post-secondary qualification, where the course was taught entirely in English, or

4.5.2. One (1) year full-time study of Australian tertiary preparation course studies or equivalent (e.g., foundation course), or

4.5.3. One (1) year full-time study of a government-accredited course taught entirely in English.

4.6. **International applicants for all programs** must meet the English language requirements, which they can evidence in one the following ways:

4.6.1. **English Test score requirements**, as set out in *Appendix 1 –Table 1 – English Test Score Requirements*, or

4.6.2. **Assessable qualification** – evidence may include but is not limited to successful completion of:

4.6.2.1. Two (2) years full-time senior secondary study in an English-speaking country or where the medium of instruction was English, completed within the past five (5) years, or

4.6.2.2. One (1) year full-time post-secondary study in an English-speaking country or where the medium of instruction was English, completed within the past five (5) years, or

4.6.2.3. Program-specific[1] and country-specific alternatives. Please refer to the *English Language Entry Requirements (Undergraduate and Vocational Programs)* and *Language Entry Requirements (Postgraduate Programs)* documents, available on JMC Academy's website, or

4.6.3. **Alternative Evidence: Pathway Courses**

4.6.3.1. International students may evidence successful completion of, or achieving a minimum standard in, a pre-academic English course delivered by one of JMC Academy's pathway provider partners, as set out in the *English Language Entry Requirements (Undergraduate and Vocational Programs)* and *Language Entry Requirements (Postgraduate Programs)* documents, available on JMC Academy's website.

4.6.3.2. Where a student has studied at another Australian ELICOS school and requests direct entry into a JMC Academy qualification on that basis, the Director of International Services will decide on whether that ELICOS course satisfies JMC Academy's requirements.

---

[1] These alternatives are reviewed at the time of application.

4.6.4. **Alternative Evidence: Other**

The Dean and the Director of International Services or delegate will consider, on a case-by-case basis, alternative English language tests and other evidence of English language proficiency. This may include, but is not limited to:

4.6.4.1.   Appropriate English proficiency level results from articulation partners, and/or

4.6.4.2.   Work experience that requires communication in English.

4.7. JMC Academy reserves the right to request additional evidence of English language proficiency.

4.8. Monitoring, Review and Assurance

4.8.1. The Director of International Services will monitor and review English proficiency requirements and support strategies for students for whom English is not their first language and, where necessary, propose changes.

4.8.2. Any proposed changes to English proficiency requirements and support strategies for students for whom English is not their first language are first presented by the Director of International Services to the Dean and the Chief Executive Officer, and then formally to the Academic Board.

4.9. A Student may appeal any decision in relation to this policy and procedure within 20 business days in accordance with the *Students Complaints and Appeals Policy and Procedure.*

5. PROCEDURE

5.1. Assessment of English language proficiency is undertaken during the admission process based on the evidence provided in the application, in the student interview and by verification of English proficiency results.

5.2. Student Interviews

5.2.1. JMC Academy's International Admissions Officer interviews all international applicants who have entered the admissions process by video facility, such as Zoom/Teams, or in person. This process gives JMC Academy an additional opportunity to check students' English verbal and aural proficiency. If, despite evidencing satisfactory English proficiency in an internationally benchmarked test, the student displays difficulty communicating in English, they will be referred to an ELICOS pathway partner for further testing. Interview details are noted on an Interview Form.

5.2.2. In the event that a prospective student does not demonstrate a minimum level of English proficiency, JMC Academy will recommend a pre-academic English course delivered by one of JMC Academy's pathway provider partners.

5.3. Verification of English Proficiency Results

5.3.1. JMC Academy's International Admissions Officer uses the ielts.ucles.org.uk portal to verify all IELTS results, the ETS online TOEFL score verification system and other test score verification portals as may become available.

5.3.2. If English requirements have been met by participating in an English for Academic Purposes course delivered by an ELICOS package partner, the International Admissions Officer is required to confirm that the student has satisfied all requirements of the pathway course before making an unconditional offer to the student.

5.3.3. To ensure that the applicant's English testing results are not fraudulent, the JMC Academy's International Admissions Officer conducts the following checks:

    5.3.3.1. Cross-check passport and IELTS (or other test) result photos (online and on paper results),

    5.3.3.2. Reviewing language proficiency in the mandatory interview,

    5.3.3.3. Conducting all interviews via videoconference or in person.

5.4. Action where fraud is detected

  Where fraudulent English testing results are detected two courses of action are taken:

5.4.1. The applicant will not be offered a place in JMC Academy,

5.4.2. In the case of an international student, JMC Academy will report the fraud to the Department of Home Affairs (DoHA) and notify the organisation indicated on the fraudulent document within five (5) business days.

5.5. Recording English Test scores on the international student electronic Confirmation of Enrolment (e-CoE).

5.5.1. IELTS scores are recorded on the electronic Confirmation of Enrolment (e-CoE) in the appropriate place.

5.5.2. Test scores other than IELTS, such as those from ELICOS pathway course graduates and other measures of English proficiency, are identified on the electronic Confirmation of Enrolment (e-CoE) as: "Student meets alternative English language requirements."

5.6. Supporting students to develop English language proficiency during their studies.

5.6.1. All students for whom English is not their first language are initially placed on JMC Academy's Support and Intervention Strategy. This strategy seeks to identify in the early part of a student's course any language difficulties or other learning obstacles that may impact on their ability to succeed in their course of study.

5.6.2. Any identified language obstacles are initially addressed through consultation sessions with the Academic Support Officer as part of a Support and Intervention Strategy. The Academic Support Officer will provide remedial support to struggling students and will regularly deliver learning support workshops.

5.6.3. Students who fail to overcome language difficulties after participating in one-on-one academic support sessions may then be referred to part-time ELICOS programs outside of JMC Academy. In extreme cases JMC Academy will consider suspending the student's enrolment for one study period while they undertake full-time English for Academic Purposes study.

6. RELATED DOCUMENTS

6.1. JMC Academy Glossary

6.2. Entry Requirements by Country

6.3. English Language Entry Requirements (Undergraduate and Vocational Programs)

6.4. English Language Entry Requirements (Postgraduate Programs)

6.5. Academic Progress Policy and Procedure

6.6. Admissions Policy and Procedure

6.7. Support for Students Policy

6.8. Student Complaints and Appeals Policy and Procedure

7. RELEVANT LEGISLATION

7.1. Education Services for Overseas Students (ESOS) Act 2000 (Cth)

7.2. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018

7.3. Higher Education Standards Framework (Threshold Standards) 2021

8. POSITIONS RESPONSIBLE

8.1. Governing Council

8.2. Chief Executive Officer

8.3. Academic Board

8.4. Senior Management

8.5. Director of International Services

8.6. Heads of Department

8.7. International Admissions Officer

8.8. Academic Support Officers

9. APPROVAL INFORMATION

Approval Authority	Governing Council
Health Check approval authority	JMC Academy CEO
Review date	8/11/2026

Version	Approved by	Approval date	Effective date	Modifications	Status
1.0	Dr Stanford, Dean	01/02/2022	04/07/2022	Amendments as per external reviewer's recommendations. **Assessing English Language Proficiency for Admissions Policy, Assessing English Language Proficiency of International Students Procedure** and English requirements for postgraduate programs elements from **Admissions to Master Program by Coursework Policy** have been merged into one document.	Superseded
	JMC Academy CEO	30/03/2022			
1.1	CEO	08/02/2024	08/02/2024	Related Documents section updated.	Current

Version control tables from previous Policies and Procedures reside in the original documents.

REFERENCES and ACKNOWLEDGEMENTS

Australian National University. (2021, December 16). *Policy: English language requirements for admission (for applications to study before 1 December 2022)*. https://policies.anu.edu.au/ppl/document/ANUP_000408

University of Canberra. (2022, January 24). *English language requirements*. https://www.canberra.edu.au/future-students/get-into-uc/entry-requirements/english-language-requirements

Appendix 1 – Table 1 – English Test Score Requirements[2]

Test	Undergraduate and Vocational Programs	Postgraduate Programs
IELTS	Academic: Overall score of 6.0 with no single band score below 5.5	Academic: Overall score of 6.5 with no single band score below 6.0
TOEFL	iBT: 73 overall; minimum 18 in Writing	iBT: 79 overall; minimum 20 in Writing
Pearson English Test	PTE: 50 - 57	PTE: 58 - 64
Cambridge English Test	C1 Advanced overall score of 169	C1 Advanced overall score of 176

Online Test accepted	Undergraduate and Vocational Programs	Postgraduate Programs
IELTS Indicator (Academic)	6.0	6.5
TOEFL IBT Special Home Edition	60 - 78	79 - 93
Duolingo	96 – 100	105 - 110

[2] English test results must be no more than two (2) years old.