

Assessing English Language Proficiency for Admissions Policy

1. PURPOSE

Adequate English language ability is central to a student's chances of success in their chosen course. This policy sets out the English language proficiency requirements and assessment for admission to all JMC Academy's vocational and undergraduate courses.

2. SCOPE

This policy applies to all applicants seeking entry into any program delivered by JMC Academy.

This policy does not apply to:

- postgraduate courses, and
- professional and continuing education programs, and
- other non-award short courses delivered onshore and offshore.

3. DEFINITIONS

Please refer to *JMC Academy Glossary*.

4. POLICY

4.1 KEY REQUIREMENTS

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

- Establish English language proficiency requirements in accordance with the specifications of external accreditation bodies, and in accordance with the program content.
- Ensure students applying for admission are able to demonstrate each of the English language skills (reading, writing, speaking and listening) at a level required for admission to the relevant course.
- Recognise that students have an adequate level of English to enable them to successfully engage with the academic content of the course or program.
- Provide English language proficiency support to students through support sessions with the Academic Support Officer at the relevant campus.

4.2 DOMESTIC STUDENTS

Domestic applicants are required to provide evidence of successful completion of an assessable qualification that was taken in English.

An assessable qualification includes successful completion of:

- secondary education, or
- minimum one year full-time or part-time equivalent of tertiary education, or
- an Australian Qualification Framework (AQF) award at Level 3 or above (eg. Certificate III, Diploma and Bachelor).

For the list of approved secondary studies taken overseas, please refer to the *Entry Requirements by Country* document.

If the applicant does not have an assessable qualification from one of the countries included in the *Entry Requirements by Country* document, JMC Academy also accepts an official document from the

applicant's previous institution/s as evidence of the applicant meeting the JMC Academy's English language requirements confirming:

- The successful completion of a secondary course or at least the equivalent of one-year full-time study of a government-accredited course, and
- The course was taught entirely in English.

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

Prospective domestic students who have not studied at least secondary level English and are considered at the interview as having insufficient English language skills, must demonstrate that they meet the minimum English requirements prior to admission by undergoing a spoken or/and written internal language assessment.

In the event where a prospective student does not demonstrate a minimum level of English proficiency after undergoing spoken or/and written internal language assessment JMC Academy will recommend pre-academic English course delivered by one of JMC's pathway provider partners.

4.3 INTERNATIONAL STUDENTS

International applicants must meet the English language requirements in one of the following ways:

4.3.1 Assessable Qualification in English

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.

Assessable qualifications include but are not limited to:

- successful completion of one year of full-time university study in an English-speaking country or where the language of instruction was English, or
- successful completion of one year of full-time study in a tertiary education program in Australia where the minimum entry requirement was evidenced to be an overall IELTS band score of not less than 5.5 (or equivalent), or
- successful completion of the final two years of senior high school in an English-speaking country or where the language of instruction was English.

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

For detailed information please refer to *Entry Requirements by Country* document, *Assessing English Language Proficiency of International Students Procedure* and *English language requirements for international students (undergraduate)* document.

4.3.2 English language test

International students must satisfy the minimum English test levels specified in the *English language requirements for international students (undergraduate)* document and in the *Assessing English Language Proficiency of International Students Procedure*.

4.3.3 Alternative Evidence: Pathway Courses

International students may evidence successful completion of, or achieving a minimum standard in, a pre-academic English course delivered by one of JMC's pathway provider partners. Refer to *English*

language requirements for international students (undergraduate) and Assessing English Language Proficiency of International Students Procedure for pathway providers and requirements.

4.4 ALTERNATIVE EVIDENCE: OTHER

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

- Appropriate English proficiency level results from articulation partners,
- Work experience that requires communication in English.

4.5 MONITORING, REVIEW AND ASSURANCE

The Head of Department is required to monitor the academic performance of domestic students and, where necessary, provide support via Academic Support Officer.

The Director of International Services is required to monitor the academic performance of international students and, where necessary, propose changes to English proficiency requirements and support.

Any proposed changes are first presented to the Director of Education and the Chief Executive Officer, and then formally to the Academic Board.

5. COMPLAINTS and APPEALS

Students may access the Student Complaints and Appeals Policy and its associated procedures to appeal against any decisions made under this policy.

6. POSITIONS RESPONSIBLE FOR IMPLEMENTING POLICY

- International Inquiries and Admissions Officer
- Director of International Services
- Chief Executive Officer
- Heads of Department
- Campus Manager
- Director of Education

7. RELATED DOCUMENTS

- Assessing English Language Proficiency of International Students Procedure
- English language requirements for international students (undergraduate)
- Diversity Equity and Inclusion Policy
- Entry Requirements by Country
- Selection of Students into Undergraduate Courses Procedure
- Selection of Students into Undergraduate Courses Policy
- JMC Academy Glossary

8. RELATED LEGISLATION

This Policy supports JMC Academy's compliance with the following legislation:

- Education Services for Overseas Students (ESOS) Act 2000 (Cth),
- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
 - ESOS National Code 2018 Part B, Standard 2

9. POLICY REVIEW DATE

14th May, 2022

10. VERSION CONTROL TABLE

| Title | <i>Assessing English Language Proficiency for Admissions Policy</i> | | | |
|---------------------|---------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------------------------------------------------------|
| Maintained By | International Division | | | |
| Approving Authority | Governing Council | | | |
| Approved Date | 14/05/2019 | | | |
| Version Number | Modified By | Modifications Made | Date Modified | Status |
| | A Broughton | | 5/12/2013 | Superseded |
| 2.0 | S. Stanford | Updated to new format. Renamed positions | 01/12/2017 | Superseded |
| 2.1 | G. Jedlinska | Reformatted, added related documents and related legislation sections | 08/09/2018 | Approved by the Governing Council on 11/10/2018 Superseded |
| 2.2 | M. Hafda | Edited section 5, Complaints and Appeals, to reference its new policy and procedures | 8/10/2018 | Superseded |
| 2.3 | L. Te G. Jedlinska | The scope of this Policy has been revised to include operational detail relevant to domestic students as per 'Selection of Students into Undergraduate Courses' documents | 14/05/2019 | Approved by G. Markakis as a Health Check on 14/05/2019 Current |

References and Acknowledgments

1. Torrens University Australia Pty Ltd (2019), *PL_AC_020 English Language Proficiency Requirements*, Viewed on April 30, 2019 at https://learn-ap-southeast-2-prod-fleet01-xythos.s3-ap-southeast-2.amazonaws.com/5c07149a959f5/9236752?response-content-disposition=inline%3B%20filename%2A%3DUTF-8%27%27TUA%2520PL_AC_020%2520English%2520Language%2520Proficiency%2520Requirements.pdf&response-content-type=application%2Fpdf&X-Amz-Algorithm=AWS4-HMAC-SHA256&X-Amz-Date=20190507T211532Z&X-Amz-SignedHeaders=host&X-Amz-Expires=21600&X-Amz-Credential=AKIAIW5OVFIUOTV36DNA%2F20190507%2Fap-southeast-2%2Fs3%2Faws4_request&X-Amz-Signature=a920f256c8dde90f54d040ff22d446f64e80e53548d1a8d2fe5aa17cfadd0d8d