

Assessing Entry Requirements and English Language Proficiency Policy and Procedure

The International College of Queensland and Demi International Beauty Academy operate under a Partnership Delivery Agreement and are committed to meeting the entry and English language proficiency requirements for course enrolment in accordance with the following legislation and standards:

Education Services for Overseas Students Act 2000 (ESOS Act)

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

National Vocational Education and Training Regulator Act 2011 (NVR Act), including the National Standards for Registered Training Organisations, (RTOs) 2015 (Standards for RTOs)

Purpose

The Assessing Entry Requirements and English Language Proficiency Policy and Procedure apply to both registered training organisations, International College of Queensland, and Demi International Beauty Academy; on their campuses located at Cairns, Maroochydore and Toowoomba.

This policy sets out International College of Queensland AND Demi International Beauty Academy's approach to:

- Assessing the entry and English language proficiency requirements for enrolment into a registered training program
- Providing access for both domestic and international students to develop English language competence to the level required for entry into a training program

Responsibilities

ICQ and DIBA Business Development Consultants:

To ensure that prospective students are advised on English Language requirements and evidence requirements at the time or prior to application.

ICA and DIBA Operations:

To ensure that measures required for program entry are conducted prior to admission and to maintain student records in relation to English Language assessments and reports.

To identify students who require English language development and/or support prior to commencement and to ensure those students are supported during the course of their studies.

To ensure the required standards, legislation, and regulations in relation to English Language Proficiency are met within the Policy and Procedure and to ensure it is implemented accordingly.

Team Leaders and Trainers:

To ensure the procedure is implemented to identify, support, and promote effective participation of students in their course of study.

Entry Requirements: English Language Requirements and Equivalents

All students must be sufficiently competent in written and spoken English to participate in their chosen course of study.

All students must meet the English Language requirements of their course prior to admission into the training program.

Entry and English Language Proficiency Requirements

Domestic Students into Certificate, Diploma and Advanced Diploma level programs will have:

- Completed a Senior Secondary Certificate of Education or a substantial component of a course at AQF Certificate IV or higher level (where the language of instruction is English) or both:

OR

- The student is assessed as competent at or above Exit Level 3 in an Australian Core Skills Framework (ACSF) Literacy and Numeracy Exam

AND

The student must display the required level of competence the third-party training provider Demi International reasonably believes is required for a Diploma level of Study.

Younger applicants are welcome to apply, and entry into a course will be at the discretion of the RTO providing training, Demi International in discussion with the International College of Qld.

All other domestic programs

The student must display the required level of competence Demi International reasonably believes is required for the commensurate level of Study

International Students into Certificate, Diploma and Advanced Diploma level programs

All students must provide proof of English unless they meet these exemption criteria:

- A UK, USA, Canada, New Zealand or Republic of Ireland Passport Holder
- Has completed at least 5 years of study in English in Australia, New Zealand, UK, USA, Canada, South Africa or the Republic of Ireland

- Has completed, in Australia and in the English language, either the Senior Secondary Certificate of Education or a substantial component of a course leading to a qualification from the Australian Qualifications Framework at Certificate IV or higher level, in the last 2 years while holding a student visa.
- Or has successfully completed an English Language Proficiency Test as follows:

English Language Tests			
Item	Column 1: Test name	Column 2: Acronym/ also known as	Column 3: Minimum test score
1	International English Language Testing system	IELTS Test*	(a) Overall band score 5.5; or (b) Overall band score 5 if packaged with at least 10 weeks' ELICOS; or (c) An overall band score of 4.5 if packaged with at least 20 weeks' ELICOS.
2	Test of English as a Foreign Language internet-based test	TOEFL iBT	(a) 46; or (b) 35, if packaged with at least 10 weeks' ELICOS; or (c) 32, if packaged with at least 20 weeks' ELICOS.
3	Cambridge English: Advanced (CAE) test	Certificate in Advanced English	(a) 162; or (b) 154, if packaged with at least 10 weeks' ELICOS; or (c) 147, if packaged with at least 20 weeks' ELICOS.
4	Pearson Test of English Academic	PTE	(a) 42; or (b) 36, if packaged with at least 10 weeks' ELICOS; or (c) 30, if packaged with at least 20 weeks' ELICOS.
5	Occupational English Test	OET	a score of at least B for each test component of the OET.

**no band less than 5.0 or equivalent - Results are only valid for 2 years from the date of sitting*

Alternatively, A Pre-Arrival English Test can be completed by prospective students with one of our English Partners. Students may enrol in English study with one of ICQ's pathway partners to bring them to the level above that allows successful completion of the required English Language program OR with an English Language Intensive Course for Overseas Students (ELICOS) partner, without more than 3 months break from completion of English language program and before commencing studies with ICQ. Students, who have met all other entry requirements, automatically progress to ICQ programs upon obtaining the required minimum level of English language proficiency.

If, after enrolment and during the study period, a student is unable to participate adequately due to English language concerns, the student will be required to undertake an English language proficiency test (IELTS or Equivalent as above).

English Language Proficiency Testing must be completed prior to issuing a Letter of Offer into a CRICOS registered certificate, diploma, or advanced diploma program.

English Placement Tests

Students can take an English placement test approved by ICQ to demonstrate proficiency. The approved test provider will advise ICQ whether he/she satisfies ICQ's English proficiency entry requirements:

Students can contact one of our ELICOS partners and take their placement test, achieved results must be in the upper-intermediate banding or higher.

Our ELICOS partners are:

- ✓ ILSC [<https://www.ilsc.com/>]
- ✓ SPC [<https://www.spcgroup.me/>]
- ✓ IH Sydney [<https://ihsydney.com.au/>]

Academic Entry Requirements (International Enrolments):

The minimum requirement for International students is at least the completion of either:

- senior secondary studies equivalent to Australian Year 10 / 11 or equivalent for certificate course entry.
- senior secondary studies equivalent to an Australian Year 12 or equivalent for diploma and advanced diploma entry.
- High School in home country (translated in English)
- Completion of a certificate II level qualification or higher issued under the Australian Qualifications Framework (AQF)
- If the student does not have any proof of the previous qualification, students are required to undertake an interview with ICQ and provide supporting evidence that may include:
 - ❖ records of any formal educational qualifications attained,
 - ❖ evidence of any informal studies undertaken,
 - ❖ references relating to work history relevant to the chosen field of study (if applicable),
 - ❖ a resume or Curriculum Vitae,

❖ a Cover Letter

In addition, the student is will be asked to undertake a Literacy and Numeracy Exam and the score needs to be as competent at or above Exit Level 3 in an Australian Core Skills Framework (ACSF) .

Procedure (Domestic and International Enrolments):

1. Students wishing to apply to enrol will be provided access to an Application Form as well as information on the minimum course entry requirements (Course Brochure)
2. Applicants must include with their application, evidence of their English language test results or an accepted equivalence (as per Entry Requirements as stated in the section above).
3. The administration officer reviewing the application will determine if an offer should be made based on the entry and English language requirements for the program of study. If there are any requirements not met, an offer conditional to the student satisfying the outstanding criteria will be issued instead. All offers must be signed and dated by the administration officer.
4. Students who cannot provide evidence of their English Language proficiency (International Students) or Senior School Certificate (Domestic Students) are required to undertake the ACER's Core Skills Profile Assessment (CSPA) and receive the required score (Diploma requires overall Exit level 3/Working at Level 4), in order to prove their ability to meet the entry requirements of their course of study. Details to access and sit the test are available from the Operations Manager.
5. Where a student has been assessed as below the IELTS overall band score of 5.5 or equivalent, the student must be referred for further English bridging training or potential ELICOS course enrolment.

Conditional Letter of Offer (Loo) and Conditional Confirmation of Enrolment (CoE)

A Conditional Loo and Conditional CoE may be issued when:

- Provided evidence that student will study an ELICOS program before the ICQ course, such as a LoO and/or CoE for the ELICOS program
- Students have not yet provided evidence of English language proficiency.

Students must meet all the conditions specified in their Conditional CoE before starting their course.

Rescinding offers

Where subsequent evidence is required under a Conditional LoO or CoE, ICQ has the right to rescind the offer and or not allow the student to commence the course if the requirements are not fulfilled.

Assessing the Authenticity of the English Language Proficiency Test

The administration officer must ensure results of English language tests are verified for authenticity as below before providing a Letter of Offer.

- IELTS – Online verification at <https://ielts.ucles.org.au/ielts-trf/index.jsp>
- TOEFL – send the student ID number, TOEFL ID, the score and select the test date by email to TOEFLnews@ets.org
- PTE- online verification at <https://www.pearsonvue.com/affiliate/reporting/plt/LoginPage.htm>

English Language and Learning Support

Students identified at the time of enrolment or during the first weeks of the study program as requiring English language or learning support are interviewed, a needs analysis conducted, and an *Individual Learning Plan* developed with the trainer. They will be provided access to support programs to help them participate effectively in their course of study.

Options include English language courses at partner organisations or referral to SPELT or other learning support agencies.

If the student is not able to make sufficient progress in their English Language proficiency to participate effectively in their course of study, that student will be subject to the conditions as set out in Monitoring Course Progress Policy and Procedure (and may require adjustments to their study load in order to undertake remedial language or learning support).

Associated Documents

[ICQ Monitoring Course Progression Policy and Procedure](#)

ICQ_ Student Engagement before Enrolment Policy

DIBA_Policies and Procedures: Procedure 10 Pre Course Information, Admission and Enrolment

DIBA_ICQ_ Student Support Request Form V1

Version No. & Date	Author	Reason for Change	Date
V.1 0819	Robyn Pinel	Original – Meets CRICOS requirements	08/19
V.2 0420	Daniela Galofre	Added-additional alternative English Requirement criteria	04/20
V.3 1120	Daniela Galofre	Updating Academic entry requirement criteria	11/20