

English Language Proficiency Policy

Document Owner	Chief Executive Officer		
Responsible Officer	Operations and Compliance Manager		
Last Update	8/04/2024		
Next Review Date	28/02/2027		
Related Documents	<i>Admissions Policy</i> <i>National Code 2018</i> <i>Australian Qualification Framework</i>		
Version	Authorised by	Approved	Effective Date
1.1	Chief Executive Officer	08/04/2024	08/04/2024

1. Context

This Policy supports the Australian College of Business Intelligence's commitment to the integrity of its Vocational courses.

This Policy details the English language proficiency level required for students to gain admission to the College and the rationale informing these requirements.

2. Definitions

Australian Qualifications Framework (AQF): Australia's national policy for regulated qualifications. It encompasses higher education, vocational education and training and school education and provides for national recognition and a consistent understanding of what defines each qualification type.

Cambridge English (CAE): Cambridge English: Advanced (CAE), also known as the Certificate in Advanced English (CAE), is an international English language examination developed by Cambridge English Language Assessment (previously known as University of Cambridge ESOL Examinations).

Domestic student: Australian citizens, New Zealand citizens, or holders of an Australian permanent visa (holders of all categories of permanent resident visas including Humanitarian Visas).

Duolingo English Test: The Duolingo English Test is an English proficiency assessment used to evaluate a person's ability to read, write, speak, and listen to English.

English language proficiency: the ability to successfully use the English language to communicate meaning in an academic and discipline context, in both verbal and written form.

IELTS: International English Language Testing System (IELTS) is an international standardised test of English language proficiency. It is jointly managed by University of Cambridge ESOL Examinations, the British Council and IDP Education Pty Ltd.

Overseas student: a student who is not a domestic student and who holds a student visa and is protected by the *Education Services for Overseas Students Act 2000* legislative framework.

Pearson Test of English Academic: PTE Academic is a computer-based academic English language test aimed at non-native English speakers wanting to study abroad. It tests Reading, Writing, Listening and Speaking.

Australian College of Business Intelligence trading as Australian College of Business Intelligence.

RTO code: 40835 **CRICOS code:** 03426E **ABN:** 19 158 104 566
Address: Suite 510, 451 Pitt St Haymarket, Sydney NSW 2000, Australia
Phone: 1300 237 741 **Email:** info@acbi.edu.au **Website:** www.acbi.edu.au

TOEFL: Test of English as a Foreign Language (TOEFL) is a standardized test to measure the English language ability of non-native speakers wishing to enrol in English-speaking education institutions.

Qualification: the result of an accredited complete program of learning that leads to formal certification that a student has achieved learning outcomes as described in the Australian Qualifications Framework.

3. Scope

This Policy applies to all ACBI students, as well as ACBI staff involved in the assessment of English language capability.

4. Principles

The key principles informing this Policy are:

- commitment to complying with the College's obligations as set out in the National Code 2018 and ensuring that the students accepted for study are sufficiently competent in the English language in order to successfully complete the course they have enrolled in;
- recognition of the College's obligation to ensure that all students continue to develop an appropriate level of English language competence; and
- recognition that an ability to communicate well in the English language is an essential attribute of all College graduates.

5. Policy details

English language entry requirements into VET courses at ACBI are:

- clearly indicated in ACBI's admission information and Admissions Policy, marketing materials, and on the College's website;
- at a standard as expected of a course set at the appropriate AQF level; and
- benchmarked against other VET institutions offering similar courses.

All students, whether domestic or international, must provide evidence that their English language ability meets the minimum requirements for admission into a course.

ACBI reserves the right to request that a student undergo an English test in addition to any other evidence of English proficiency provided.

A review is to be undertaken by ACBI every three years to ensure the English language proficiency standards for admission are sufficient.

6. Requirements

6.1. English Language Requirements for Domestic Students

Students may be deemed to have satisfied the College's English language requirements if they can provide evidence they meet one of the following criteria:

Australian College of Business Intelligence trading as Australian College of Business Intelligence.

RTO code: 40835 **CRICOS code:** 03426E **ABN:** 19 158 104 566
Address: Suite 510, 451 Pitt St Haymarket, Sydney NSW 2000, Australia
Phone: 1300 237 741 **Email:** info@acbi.edu.au **Website:** www.acbi.edu.au

1. an English Language pass level in an Australian Senior Certificate of Education (Year 12) or equivalent;
2. satisfactory completion of an accredited Australian qualification equivalent to AQF Level 4 or above;
3. satisfactory completion of an accredited tertiary award in English; or
4. the student has undertaken an acceptable English language test.

Where a student is required to provide a statement or certificate to demonstrate English language proficiency, the documentation must:

- be an original scanned copy; and
- be accompanied by a certified translation if the qualification is not in English.

6.1.2. English Language Requirements for Overseas Students (International)

Overseas applicants who have not studied in a country where English is the official language of instruction at the secondary level, seeking admission into an ACBI course will need to demonstrate the required level of English proficiency. This can be demonstrated with evidence of one of the following:

Evidence	Minimum requirement*
AQF award at Certificate IV level or above	English was the language of instruction and assessment, and the final year of study was undertaken during the five years immediately before applying to study with the College.
CAE (Cambridge Certificate in Advanced English)	Minimum Grade C with an overall score of 169
Duolingo English Test	Minimum overall score of 105 with no band score lower than 95
ELICOS EAP Pathway	Upper-Intermediate level
IELTS Academic (International English Language Testing System)	Minimum Overall Score of 6.0 with no band lower than 5.5
PTE Academic (Pearson Test of English)	Minimum overall score of 52 with no band lower than 50
TOEFL (Test of English as a Foreign Language). Internet Based Test (iBT)	Minimum overall score of 60

**Variations to these minimum entry requirements may be applied. Applicants will be informed of the approved entry requirements for a course via the ACBI marketing material and the ACBI Website.*

7. Exemptions

Students are eligible to get an exemption from English proficiency if a student have completed a Certificate IV level qualification or higher qualification in Australia (the award should be no more than 10 years old, conditions apply).

Australian College of Business Intelligence trading as Australian College of Business Intelligence.

RTO code: 40835 **CRICOS code:** 03426E **ABN:** 19 158 104 566
Address: Suite 510, 451 Pitt St Haymarket, Sydney NSW 2000, Australia
Phone: 1300 237 741 **Email:** info@acbi.edu.au **Website:** www.acbi.edu.au

Overseas and domestic applicants who have undertaken secondary studies in Austria, Denmark, Finland, Germany, Hong Kong, Netherlands, Norway, Sweden, and Switzerland and have completed an equivalent English subject to the required standard are considered to have met the English language requirement.

Overseas and domestic applicants who have undertaken secondary studies where the language of instruction (Medium of Instruction) is in English in a country listed in *Table 1* below are not required to further demonstrate English language proficiency.

Table 1. Countries where secondary studies in English will meet the English language proficiency requirements for admission.

American Samoa	New Zealand
Australia	Nigeria
Botswana	Papua New Guinea
Canada	Singapore
Fiji	Solomon Islands
Ghana	South Africa
Guyana	Tonga
Ireland	Trinidad and Tobago
Jamaica	United Kingdom
Kenya	United States of America
Lesotho	Zambia
Liberia	Zimbabwe

8. Provisional Letter of Offer

ACBI reserves the right to make any offer conditional on meeting English language requirements if the student fails to demonstrate their English language ability is sufficient.

This provisional offer means that the student is not permitted to be accepted in the course until English language proficiency is reassessed once further evidence of proficiency has been provided by the student.

A full offer will only be issued once English language proficiency requirements have been met.

9. Breaches

If a student or staff member is found to be in breach of this Policy, she or he may be subject to disciplinary action under the relevant Code of Conduct and Misconduct Procedure, which can be accessed from the ACBI website.

10. Appeals

Appeals concerning any decision taken in relation to this Policy should be made under the relevant Complaints and Appeals Policy, which can be accessed from the ACBI website. Overseas students

Australian College of Business Intelligence trading as Australian College of Business Intelligence.

RTO code: 40835 **CRICOS code:** 03426E **ABN:** 19 158 104 566
Address: Suite 510, 451 Pitt St Haymarket, Sydney NSW 2000, Australia
Phone: 1300 237 741 **Email:** info@acbi.edu.au **Website:** www.acbi.edu.au

who are not satisfied with the way a complaint or appeal has been managed by the College, may lodge an external appeal with the Commonwealth Ombudsman.

11. References

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2.

Australian Qualifications Framework.

Australian Government Migration Strategy

Ministerial Direction No. 106

12. Acknowledgements

In developing this policy, the College acknowledges:

- *AIBI HE English Language Proficiency Policy*

Document History:

Version	Date	Author	Reason	Sections
1.0	28/02/2024	Ivan Negro	New document	All
1.1	08/04/2024	Ivan Negro	Updates in response to the Australian Government's Migration Strategy released on 11 December 2023	6.1.2, 7, 11

Australian College of Business Intelligence trading as Australian College of Business Intelligence.

RTO code: 40835 **CRICOS code:** 03426E **ABN:** 19 158 104 566
Address: Suite 510, 451 Pitt St Haymarket, Sydney NSW 2000, Australia
Phone: 1300 237 741 **Email:** info@acbi.edu.au **Website:** www.acbi.edu.au