

## English Language Proficiency Procedure

<b>Document Owner</b>	Chief Executive Officer		
<b>Responsible Officer</b>	Compliance Manager		
<b>Last Update</b>	19/02/2025		
<b>Next Review Date</b>	10/04/2027		
<b>Related Documents</b>	<i>Admissions Policy</i> <i>Admissions Procedure</i> <i>English Language Proficiency Policy</i>		
<b>Version</b>	<b>Authorised by</b>	<b>Approved</b>	<b>Effective Date</b>
1.2	Chief Executive Officer	19/02/2025	19/02/2025

This Procedure implements the Australian College of Business Intelligence (the 'College's') English Language Proficiency Policy.

### 1. Scope

This Procedure applies to overseas and domestic applicants for admission into all Institute courses who have not studied at secondary school level with English as the medium of instruction.

### 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.

**English Placement Test (EPT):** an internal test offered by the provider which is used to determine the applicant's English language proficiency.

**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.

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](mailto:info@acbi.edu.au) **Website:** [www.acbi.edu.au](http://www.acbi.edu.au)

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.

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.

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.

### 3. Procedure

#### 3.1 English Language Requirements

As English is the primary language of instruction at ACBI, demonstration of proficiency in English comprehension and expression is essential for all applicants. To be eligible for admission to a course, applicants must meet the ACBI's minimum English language requirements.

Applicants can demonstrate that they meet ACBI's English language requirements through presenting evidence of one of the following:

- An approved English proficiency test;
- Approved previous studies taught and assessed in English;
- Completion of an English language preparatory program (ELICOS pathway);
- Successful completion of ACBI's English Placement Test.

#### 3.2 Approved English Language Tests

**3.2.1** Applicants will be considered to have satisfied ACBI's minimum English language entry requirements if they are able to present evidence of completion of one of the following tests:

- Cambridge Certificate in Advanced English with a minimum C grade and overall score of 169
- IELTS Academic with a minimum Overall Score of 6.0 with no band lower than 5.5
- PTE Academic with an overall score of 50 and no band score lower than 42
- TOEFL iBT with a minimum overall score of 64
- Duolingo English Test with a minimum overall score of 105 with no band score lower than 95

**3.2.2** ACBI will only accept results from the English proficiency tests specified in this procedure.

**3.2.3** Results for the aforementioned tests will only be accepted provided the test was undertaken within the past two years unless otherwise specified.

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](mailto:info@acbi.edu.au) **Website:** [www.acbi.edu.au](http://www.acbi.edu.au)

### 3.3 Previous Studies in English

- 3.3.1** Applicants will be considered to have satisfied ACBI's minimum English language entry requirements if they are able to present evidence of completion of an AQF award at level 4 or higher undertaken during the two years immediately before applying to study with the College.
- 3.3.2** Overseas and domestic applicants who have undertaken secondary studies (or higher) 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.
- 3.3.3** Overseas and domestic applicants who have undertaken secondary studies (or higher) where the language of instruction (Medium of Instruction) is in English in a country listed in Table 1 are not required to further demonstrate English language proficiency.

### 3.4 English Language Preparatory programs

- 3.4.1** ACBI will accept students who have successfully completed an ELICOS course prior to commencing their studies with the College provided the following criteria have been met:
- The ELICOS course was a minimum of ten weeks in duration.
  - The course completion date was within two years of the application date to study with ACBI.
  - The applicant's exit level from the course was minimum Upper-Intermediate level or B2 level on the Common European Framework of Reference (CEFR).
  - The student met the minimum attendance requirement for ELICOS in Australia (80% of the total scheduled class hours).
- 3.4.2** Applicants who have packaged their enrolment with ACBI and do not meet the required exit level by the College course commencement date will need to apply for deferment of their studies and extend their ELICOS course. Deferment applications will be assessed on a case-by-case basis.

### 3.5 ACBI's English Placement Test

- 3.5.1** Applicants who are unable to present alternative proof of English proficiency may be invited to sit ACBI's internal English Placement Test (EPT). For example, students who have previously completed an approved English proficiency test (i.e. IELTS) which has recently expired may be invited to take ACBI's EPT.
- 3.5.2** The placement test is composed of two parts: an online written assessment and a virtual or face-to-face speaking assessment. The written assessment is marked in three sections: Grammar, reading, and writing. The speaking assessment is marked in two sections: 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](mailto:info@acbi.edu.au) **Website:** [www.acbi.edu.au](http://www.acbi.edu.au)

and listening. The Admissions team will provide relevant applicants with online booking links to each section when invited to sit the test.

- 3.5.3** To successfully pass the ACBI English Placement Test the applicant must achieve an overall score of Upper-Intermediate (equivalent to CEFR level B2) with no more than one band score at Intermediate level.
- 3.5.4** ACBI's English Placement Test is only available to international applicants who are not required to submit proof of English proficiency as part of their student visa application.
- 3.5.5** To check whether an applicant is required to submit proof of English as part of their visa application, staff and applicants may check the Department of Home Affairs's [Document Checklist Tool](#).
- 3.5.6** ACBI's English Placement Test is not accessible to applicants who are actively enrolled in an ELICOS pathway. Such applicants must provide a completion certificate from their ELICOS provider to satisfy the English language entry requirements in line with the minimum requirements outlined in section 3.4.1.

#### **4. Breaches**

If a staff member is found to be in breach of this Procedure, 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.

#### **5. Appeals**

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

#### **6. 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*

*Department of Home Affairs Document Checklist Tool*

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](mailto:info@acbi.edu.au) **Website:** [www.acbi.edu.au](http://www.acbi.edu.au)

## 7. Acknowledgements

In developing this procedure, the College acknowledges:

- *ACBI's English Language Proficiency Policy*

**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

### Document History:

Version	Date	Author	Reason	Sections
0.1	27/03/2019	Susan Briggs	Created in conjunction with new English Language Proficiency Policy	All
0.2	16/09/2022	Chaido Kiourkou	Minor changes	All
1.0	10/04/2024	Ivan Negro	Major changes following overhaul of English Language Proficiency Policy to the Australian Government's Migration Strategy released on 11 December 2023	All
1.1	09/10/2024	Sam Hartley	Addition of minimum attendance requirements for students on ELICOS pathway	3.4.1
1.2	19/02/2025	Sam Hartley	Updates to PTE and ToEFL minimum scores to align with legislative instrument LIN 24/022	3.2.1

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](mailto:info@acbi.edu.au) **Website:** [www.acbi.edu.au](http://www.acbi.edu.au)



**ACBI**  
Australian College of  
**Business Intelligence**

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](mailto:info@acbi.edu.au) **Website:** [www.acbi.edu.au](http://www.acbi.edu.au)