Assessing Students’ Qualifications, Experience and English Language Proficiency
Policy and Procedures

SCOPE

This policy applies to Australian Technical and Management College (ATMC) VET international and domestic students, ELICOS Students and all ATMC staff who deal with all matters concerning VET and ELICOS.

POLICY

This policy supports the ESOS National Code 2007 Standard 2.2 that states:

“The registered provider must have documented procedures in place, and implement these procedures to assess whether the student’s qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.”

and

the Standards for Registered Training Organisations (RTOs) 2015 – Standard 3 Clause 3.5 that states:

"The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or

b) authenticated VET transcripts issued by the Registrar."

1. ATMC ensures students’ qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

2. The ATMC recognises qualifications and Statements of Attainment issued by another RTO. Where a student enrols in a qualification delivered and assessed by ATMC, then the College will recognise units of competency included on a Statement of Attainment/ Records of results issued to the applicant by another RTO towards the qualification assuming the units meet the packaging rules of the qualification delivered by the College.

3. ATMC recognises students’ prior learning. Recognition of Prior Learning (RPL) is a process through which applicants gain course credits based on experience gained through similar study (but not direct equivalent), work experience (in any form) or through informal or formal training or other life experiences.

4. ATMC is an approved business partner of Federation University of Australia, Charles Darwin University and University of the Sunshine Coast in relation to the Australian government’s streamlined visa processing for degree level students arrangements approved on 24 March 2012. As part of the course packaging arrangements ATMC provides EAL and vocational programs as well as ELICOS courses.

5. ATMC is conscious of its responsibilities to the universities and to students in meeting the quality and integrity expectations of Australian international education under the government’s new streamlined visa processing for degree level students arrangements. ATMC is also a CRICOS registered RTO in its own right and can enrol students directly into its vocational qualifications and English courses independently of the partnership arrangements.

6. International students who do not meet the specific English language requirements of the degree programs can enrol in ATMC’s English language and vocational programs as a way of reaching the required level. International students who do not meet the specific English language requirements of the College’s Vocational Education and Training (VET) programs can enrol in the College English language programs as a way of reaching the required English proficiency level.
7. Domestic students who do not meet specific Language, Literacy and Numeracy Skills requirements of the College’s Vocational Education and Training (VET) programs can enrol in the College's EAL courses as a way of reaching the required LLN level.

PROCEDURES

Procedures for International Students

1. On receipt of a completed Application Form- International Student, the Admissions Coordinator/ Staff or authorised delegate will make a decision on eligibility.

2. Each enrolment application is to be assessed to ensure that the student’s qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought. This is completed through completing the Admission Checklist.

3. The Admissions Coordinator/ Staff or authorised delegate assesses the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.

4. If the applicant's educational qualifications do not meet the College's admission requirements, other factors may be considered at the discretion of the college. Verified evidence of these other factors must be included with the application. These other factors may include but not limited to:
   - Mature age, and or proof of being 18 years or older at the proposed date of commencement,
   - Work experience,
   - Attitude and aptitude,
   - Previous academic results,
   - Attendance / participation rate in the previous college,
   - Ability and skills to function in an academic environment,
   - Possibility to succeed in his/her academic endeavours.

5. Having arrived at an admission decision for the applicant’s educational qualifications, the English language skills (language and literacy) will be assessed. If student has a satisfactory IELTS score or equivalent (listed under entry requirements), the applicant will be offered a place in the chosen course.

English Proficiency Entry Requirements for To Vocational Qualifications/ Non-EAL Qualifications:

a. Enrolment into each course requires each International Student to meet the specified IELTS level or equivalent as per their chosen course.

b. Each student is required to provide a certified/agent verified copy of their current IELTS level from their IELTS provider on application to ATMC.

c. If the student’s IELTS has expired, an Australian Certificate IV qualification or an English language qualification at the upper intermediate level or above studied in Australia can be considered as a suitable entry requirement.

d. If the IELTS test or its equivalent shows that the English language requirements have not been met then the student will need to undertake a period of study in an English language course that gives an outcome at the upper intermediate level.

e. In the event that a student does not have formal evidence of English proficiency or of other vocational or higher education qualifications, they will be required to sit an English Language Entry Test. As a result of this test students may be enrolled directly into the course or may be required to undertake a specified period of English language study (EAL or ELICOS courses).

f. International students who are citizens of the following countries are not required to provide evidence of English language proficiency: They have at least one assessable qualification at year 12 level or above from one of the countries listed and the language in which they undertook the qualification was English.
   - Canada (excluding Quebec)
   - Fiji
   - Ireland
   - Kenya
   - New Zealand
   - Papua New Guinea
Assessing Students’ Qualification, Experience and English Language
Policy and Procedures
Version 10
Document Owner: Chief Operations Officer
Australian Technical and Management College Pty. Ltd. as trustee for Australian Technical and Management College Trust trading as Australian Technical and Management College ABN: 73 130 044 745  RTO No: 22158  CRICOS: 03013D

- Singapore
- Solomon Islands
- South Africa
- United Kingdom (including Northern Ireland)
- United States of America
- Samoa
- Zambia

g. Similarly applicants who have successfully completed two full-time years of study or equivalent at a secondary (years 10-12) or post secondary educational institution, where the sole language of instruction and assessment was English, do not have to provide a current IELTS certificate and may not be required to undertake a language test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution. This study must have been completed no more than two years prior to the date of application to the ATMC program.

English Proficiency Entry Requirements to EAL or ELICOS Courses

a. In determining entrance levels for English Language courses conducted by ATMC for international students the following basis of equivalence is used:

<table>
<thead>
<tr>
<th>For EAL Courses</th>
<th>Duration (Study Week Only)</th>
<th>Entrance Level (IELTS or equivalent)</th>
<th>Exit Level (IELTS or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22251VIC Certificate II in EAL (Access)</td>
<td>24 weeks</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>22255VIC Certificate III in EAL (Further Study)</td>
<td>24 weeks</td>
<td>4.0</td>
<td>5.0 – 5.5</td>
</tr>
<tr>
<td></td>
<td>12 weeks</td>
<td>4.5</td>
<td>5.0 – 5.5</td>
</tr>
<tr>
<td>22258VIC Certificate IV in EAL (Further Study)</td>
<td>24 weeks</td>
<td>5.0</td>
<td>6.0 – 6.5</td>
</tr>
<tr>
<td></td>
<td>12 weeks</td>
<td>5.5</td>
<td>6.0 – 6.5</td>
</tr>
<tr>
<td></td>
<td>6 weeks</td>
<td>6.0 (with one/more band scores of 5.5 or less)</td>
<td>6.0 – 6.5 (with all bands scores of 6.0 or more)</td>
</tr>
</tbody>
</table>

This means that ATMC will enrol international students in English language courses with a standard level of recognition for their IELTS achievement. e.g. a student with an IELTS 5.5 or will be enrolled in 22258VIC Certificate IV EAL (Further Study) for a duration of 12 weeks rather than 24 weeks which applies to a student with an IELTS 5. To enrol in the Higher Education courses at ATMC’s university partners, international students with an IELTS 6 with one or more band scores of 5.5 or less will be enrolled in 22258VIC Certificate IV EAL (Further Study) for a duration of 6 weeks.

For ELICOS Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Duration (Study Week Only)</th>
<th>Entrance Level (IELTS or equivalent)</th>
<th>Exit Level (IELTS or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>General English</td>
<td>40 weeks</td>
<td>3.0</td>
<td>5.0</td>
</tr>
<tr>
<td>English for Academic Purposes (EAP 1 &amp; 2)</td>
<td>20 weeks</td>
<td>5.0</td>
<td>6.0 - 6.5</td>
</tr>
<tr>
<td></td>
<td>10 weeks</td>
<td>5.5</td>
<td>6.0 - 6.5</td>
</tr>
<tr>
<td></td>
<td>5 weeks</td>
<td>6.0 (with one/more band scores of 5.5 or less)</td>
<td>6.0 – 6.5 (with all bands scores of 6.0 or more)</td>
</tr>
</tbody>
</table>

b. For those students who do not have any formal recognition of their English language skills and have not completed any vocational qualification at or above Certificate IV level, they will have to sit for an English Language Entry Test that enables staff at ATMC to determine the student’s English proficiency level. The duration of the course will be determined on the basis of this test. For offshore students, this test will be
administered by ATMC agents offshore. For onshore students, the test is administered by the ELICOS Coordinator.

Procedures for Domestic Students
1. After receiving a completed Enrolment Form- Domestic Student, the Admission Staff will make a decision on eligibility.
2. Students will need to meet the following entry requirements dependent on the chosen course:
   - Successful completion of Year 10 or equivalent study for Certificate III and IV levels
   - Successful completion of Year 11 for Diploma and Advanced Diploma Level of vocational qualifications/Non-EAL qualifications
   - Successful completion of the ATMC's Language Literacy and Numeracy (LLN) Test relevant to the levels (students applying for Certificate II, III and IV in EAL will need to undertake the English Language Entry Test)
   - Training Package entry requirements must be met and
     - Applicant must be 18 years of age or above
     Or
     - Mature aged students who have any have diverse academic, work and/or life experiences are encouraged to enrol.
3. Each enrolment application is to be assessed to ensure that the student's Language, Literacy and Numeracy skills are appropriate for the course for which enrolment is sought.
4. An EAL assessor assesses the applicant's Language, Literacy and Numeracy skills necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.
5. If the applicant's Language, Literacy and Numeracy (LLN) skills do not meet ATMC's admission requirements, a learner may benefit from undertaking foundation skills training if there is a gap of one ACSF level between their existing performance and the level required to successfully complete a qualification/course. ATMC may also consider it unnecessary to provide foundation skills training unless there is more than one ACSF level difference between the existing level of a learner and the level needed to successfully complete a qualification/course. ATMC may determine that the VET course delivery will address the contextualised gap training needed so that the learner will be able to successfully complete without needing specific foundation skills delivery support. If the gap is too large, for example two ACSF levels, then the College may determine that specific foundation skills support is required.

Foundation Skills/ LLN Requirements to Vocational Qualifications:

a. Enrolment into each course requires each domestic student to meet the specified LLN Skills as per their chosen course.

b. Each student is required to take a Language, Literacy and Numeracy Test for a relevant level. The LLN test will be assessed by a qualified assessor using a relevant Assessor Marking Guide.

c. If the LLN test result shows that the LLN requirements have not been met then the student may be required to undertake a period of study in a Foundation Skills course / EAL course provided by ATMC that gives an outcome at the required LLN level.

d. Applicants who have successfully completed Year 10-12 in an Australian Secondary School or had an Australian Certificate IV qualification may not be required to undertake an LLN test, if they can provide an original or certified statement or certificate of confirmation, issued by a relevant school/ institution.

English Proficiency Entry Requirements to EAL Courses:
The following basis of equivalence is used in determining entrance levels for English Language courses for Domestic students:
<table>
<thead>
<tr>
<th>Course</th>
<th>Duration (Study Week Only)</th>
<th>Entrance Level (ACSF or equivalent)</th>
<th>Exit Level (ACSF or equivalent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>22251VIC Certificate II in EAL (Access)</td>
<td>24 weeks</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>22255VIC Certificate III in EAL (Further Study)</td>
<td>24 weeks</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>22258VIC Certificate IV in EAL (Further Study)</td>
<td>24 weeks</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

**Delivery of Subsidised Foundation Skills Training**

a. Foundation skills training may be integrated with the delivery of a vocational qualification or delivered as standalone training.

b. Before a Foundation Skills course is conducted for a student, an Individual Training Plan will be prepared.

c. The Individual Training Plan, among others, will include relevant student details, units of competency, delivery hours, timetables, delivery method, assessment method, assessment outcome.

d. The Individual Training Plan will need to be signed by the student and trainer/assessor and become a binding agreement once signed by both parties. Adjustments of the plan can be made as agreed by both parties.

e. The actual delivery and assessment outcome will be recorded in the Individual Training Plan.

**Credit Transfer**

- Course credits may be gained by applicants who are transferring from another RTO or have studied one or more units in the same qualification at another RTO.
- See Credit Transfer Policy and Procedures on the ATMC website [www.atmc.edu.au](http://www.atmc.edu.au)

**RPL**

- Each qualification defines how RPL is to be assessed for that course and the units within that course. It is important that students lodge an application for RPL with their Application Form.
- See Recognition of Prior Learning (RPL) Policy and Procedures on the ATMC website [www.atmc.edu.au](http://www.atmc.edu.au)