

Our Lady of the Sacred Heart

Catholic College

INTERNATIONAL STUDENTS – CRICOS PROVIDER 02598D



ASSESSING STUDENTS' QUALIFICATIONS, EXPERIENCE AND ENGLISH LANGUAGE PROFICIENCY POLICY

Purpose:

This Policy sets the College's requirements for assessing the International Student's Qualifications, Experience and English Language Proficiency for the purpose of student enrolment at Our Lady of the Sacred Heart Catholic College.

Relevant to:

International Student Services Officer | Principal | Campus Executive Staff | International Students
| Parents/Guardians

Date of Effect:

06/2021

Review Date:

06/2024

Related Legislation:

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

Policy Principles:

Our Lady of the Sacred Heart Catholic College (OLSH) students should have the necessary knowledge and skills to successfully engage with their studies and successfully participate within the College and social environment.

OLSH Catholic College recognises that the development of English language proficiency is integral to the development of discipline-based knowledge and that language use varies according to context, audience and purpose.

In order to meet requirements, all students need to have certain levels of English language skill prior to commencing their principal course of study.

Academic Ability and Qualifications:

International Students must be able to demonstrate that they have studied their preferred subject choices in their school of origin and have achieved at a high level in their home countries prior to entry into OLSH Catholic College. Generally, International Students will have continuity of study for the years at home as well as in Australia.

NB: The student will also be assessed at the time of integration to ensure correct placement according to academic ability, age and social development. At the school's discretion, the student may be required to take additional private tuition in English to assist in integration into mainstream Australian Curriculum.

Minimum English Language Requirements:

Our Lady of the Sacred Heart Catholic College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course.

Applicants are assessed individually based on the contents of their report cards and personal references and may also be required to undertake a language proficiency test set by the school. This is particularly applicable for students wishing to enter the school in Primary years.

If supplied, OLSH Catholic College will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student's English language proficiency through additional tests as stated below. The evidence of English language proficiency would generally include five plus (5+) years of schooling in an English teaching school.

If not presenting appropriate evidence of English language proficiency at the time of application, OLSH Catholic College will assess the student's application for entry based on the following test instruments:

Year Level Entry	Examinations				
	AEAS	IELTS	NILLA	ISLPR	TOEFL (iBT)
7 & 8	61-70%	4-5	4+		
9	70%	5-6	4+	1+/2	50
10	75+%	6	5	2+/3	65
11 & 12	80+%	6+	6	3	75
THIS IS A GUIDE ONLY AS THE INTERVIEW DETERMINES THE SUCCESS OF THE APPLICATION. ALL APPLICATIONS ARE ASSESSED ON AN INDIVIDUAL BASIS.					

Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.

In assessing applications, a rigorous review of student information is undertaken. Any incomplete files will not be assessed.

Responsibilities:

International Student Services Officer is responsible for:

- receiving, assessing and recording applications from international students;
- documenting the evidence to support a Students' Qualifications, Experience and English Language Proficiency on the student file, request any documentation outstanding;
- confirming, is further testing required and has it been arranged;
- discuss with the Principal, Head of Campus and Curriculum Coordinator the results of the English language proficiency and make a decision as to whether reports and testing indicate sufficient academic ability to transition successfully to the year requested;
- confirm recommended placement is available and advise the family of the most suitable placement;
- confirm documentation and consultation process is complete;
- follow up any academic or management requests;
- finalise documentation; and,
- confirm that all completed enrolment application documents are received. These include:

- Completed International Student Preliminary Application to Enrol
- Copy of subject choices for year of entry
- Signed agreement all policies and conditions have been understood and accepted
- Certified transcripts of academic records from last two years of schooling (in English)
- Certified evidence of date of birth
- Letter of recommendation (from previous school principal) confirming suitability of student to attend OLSH Catholic College (if not included with academic records)
- Copy of passport details
- Copy of English language test/evidence English language proficiency (if not held already)

Principal is responsible for:

- Application approved/Application not approved;
- Interviews carried out; and,
- Confirmation of Enrolment and Letter of offer provided to student to support Visa application.

International Student Services Officer is responsible for:

- Advise the outcome of the application and complete the enrolment process if application is accepted.