



English Language Proficiency Policy

Purpose	Sets out the Institute's requirements for students' English language proficiency requirements.
Location	The policy is maintained on the Pydio - File Sharing Platform (http://ee.edu.au)
Responsible executive	Academic Dean
Responsible office	Academic Office
Contact officer	TBA
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Modification history	Jun 2013 (V1), Nov 2016 (V2)
Related documents	Student Admissions Policy and Procedure
Authority	Approved by Academic Board

1. Purpose

This policy sets out the requirements for, and expectations of, students' English language proficiency at admission and during their courses of study.

2. Scope

The policy applies to all students undertaking courses in which English is the language of instruction and assessment.

3. Definitions

English language proficiency means the ability of students to use the English language to make and communicate meaning appropriately in spoken and written forms in the context of their studies.

4. Principles

- 4.1 The students at Elite Education Institute should have the necessary knowledge and skills to successfully engage with their studies and, as graduates, successfully participate in their professional work environments. Admissions policies, requirements and procedures are documented, are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.
- 4.2 The Institute 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.
- 4.3 Each unit has a unit-specific graduate attributes which reflects the mission of the Institute and the related professions and disciplines. In order to meet the requirements of the graduate attributes, all students need to acquire specific academic language skills during their studies and the acquisition of these skills is part of improving English language proficiency.



- 4.4 English language entry standards: The English language entry standards for undergraduate must be set at a level that allows commencing students to participate effectively with their higher education course studies. The medium of instruction is English. All students are required to demonstrate a minimum level of proficiency in English language to qualify for admission. The students from Australian local institutes must complete the NSW Higher School

Certificate or equivalent. For students enrolling from non-English speaking countries directly, the condition of admission is the IELTS (Academic) test with a minimum score of 6.0 for the Diploma with no sub band scores less than 5.5.

Students with IELTS (Academic) 5.0 may enrol after successful completion of the English for Academic Purposes; EAP2 program authorized and approved by NEAS and the Institute, or at another NEAS accredited ELT Centre approved by the Institute. Successful completion of the EAP program requires a pass mark in all assessment tasks. For entry into the Bachelor Degree, an IELTS (Academic) of 6.0 is also required with no sub band score less than 5.5. When an IELTS score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.

- 4.5 Promptly identify students who require English Language support
Close scrutiny of students is maintained by lecturers and student services staff. If students who fail to attend class regularly and/or who fail to submit one or more assessments are contacted by the Director of Professional Programs, s/he will consult with each student identified as having English Language support needs.
- 4.6 Development of students' English language proficiency.
The Institute provides support for the development of students' English language proficiency throughout the course of study, English language workshops and resources include such topics as essay writing, report writing (i.e., student may be suggested to undertake CMU101 - Professional Writing unit),
- 4.7 Information for students on the development of their English language proficiency
Prospective and current students at the Institute are to be informed that they are responsible for taking action to continue to develop their English language proficiency during their studies and be encouraged to take advantage of the support provided by the Institute. Where relevant, students and prospective students must be made aware that English language development strategies are integrated with coursework and that they will be assessed on their English language proficiency as an integral part of their course.