

ASSESSING ENGLISH LANGUAGE PROFICIENCY

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1.5. Assessing English Language Proficiency Policy and Procedure

Policy Content

Aspect	Details
Regulator	Australian Skills Quality Authority (ASQA)
Standards Referenced	
Legislation / Requirements	

Policy Purpose

This policy establishes a consistent, transparent, and compliant system for assessing the English language proficiency of prospective international students. It supports the RTO's responsibility to confirm students are suitably prepared for their course of study and training context, in accordance with the Standards for RTOs 2025 and ESOS National Code 2018.

Policy Statement

The RTO ensures that all international applicants are assessed for English language proficiency prior to admission. This ensures that students can successfully engage with course content, participate in assessment activities, and meet the expected learning outcomes.

Entry is based on recognised English language tests or equivalent measures, and any conditional offers are managed with integrity and clarity. This policy also includes measures for assessing qualification equivalency of overseas academic results to meet course entry requirements.

Scope

This policy applies to:

- All prospective international students applying for admission into a CRICOS-registered training product.
- Admissions and enrolment personnel responsible for application review and student communication.
- Other RTO staff involved in reviewing or verifying academic and English entry evidence.

Procedure: Assessing English Language Proficiency

1.5.1 - Provision of Entry Requirement Information

- All prospective students are provided with up-to-date course brochures or directed to the RTO website to access the international student prospectus.
- Entry requirements, including minimum English language scores and academic prerequisites, are clearly outlined in the Application Form and Student Handbook.

1.5.2 - Submission of Application with Supporting Evidence

- The applicant submits a signed application form with certified copies of:
 - Formal qualifications (translated and notarised if not in English).
 - Work experience documentation, where applicable.
 - IELTS results or an approved equivalent (see below).

1.5.3 - Verification of English Language Test Results

- The Admissions Officer reviews the submitted English proficiency evidence.
- Accepted English language tests include (but are not limited to):
 - IELTS (Academic or General)
 - TOEFL iBT
 - PTE Academic
 - Cambridge English (CAE/CAE Advanced)
 - Occupational English Test (OET) – where applicable
- IELTS results are independently verified through the official IELTS online verification tool:
<https://ielts.ucles.org.uk/ielts-trf/index.jsp>

1.5.4 - Verification of Academic Equivalency

- Academic qualifications obtained overseas are assessed for equivalency to Australian standards.
- The RTO uses:
 - NOOSR (National Office of Overseas Skills Recognition)

- **Country Education Profiles (CEP)**
to confirm equivalency and ensure students meet academic prerequisites for entry into the course.

1.5.5 - Assessment Decision and Offer Issuance

- **If all academic and English entry requirements are met:**
 - **An Unconditional Letter of Offer is issued to the applicant, signed and dated by the Admissions Officer.**
- **If some criteria are pending (e.g., IELTS score retake, final results):**
 - **A Conditional Letter of Offer is issued, clearly stating the outstanding requirements.**

1.5.6 - Electronic Confirmation of Enrolment (eCoE)

- **If the student pays tuition while still holding a conditional offer:**
 - **Any unmet conditions are noted on the eCoE.**
 - **The student must fulfil outstanding requirements before commencing training.**

Roles and Responsibilities

Role	Responsibility
PEO / CEO	<ul style="list-style-type: none"> - Ensures the policy is compliant with SRT0 2025 and ESOS National Code 2018. - Approves any updates to assessment methodology for English language and academic entry.
Admissions Officer	<ul style="list-style-type: none"> - Reviews applications and supporting documents. - Verifies English language test results and academic equivalency using authorised tools. - Issues letters of offer in accordance with policy. - Maintains applicant records and communicates conditional enrolments, if applicable.
Compliance Officer	<ul style="list-style-type: none"> - Monitors ongoing adherence to entry requirements. - Conducts periodic internal audits of international admission files and assessment practices.

Monitoring and Continuous Improvement

- This policy and associated procedures are reviewed at least annually as part of the RTO's compliance cycle.
- Any changes to SRTO standards, ESOS requirements, or international testing criteria (e.g. IELTS or NOOSR tools) are monitored and incorporated without delay.
- Feedback from students, audit outcomes, or stakeholder reviews may trigger an immediate review of the policy.

Privacy and Confidentiality

- All student applications and assessment documents are managed in accordance with the RTO's Privacy and Data Protection Policy.
- Verification of English test results is conducted using secure portals, and no personal information is shared externally without written consent from the student.
- Documentation related to English assessment is stored securely and only accessible to authorised admissions or compliance personnel.

Record Retention

- All assessment records relating to English language proficiency and academic equivalency (including test results, application forms, and verification logs) are retained for a minimum of two years from the date of the student's enrolment or cancellation.
- Records are maintained in both hard copy (if applicable) and electronic format in accordance with ASQA audit readiness and data integrity protocols.