



Royal International College

# **RTO POLICY MANUAL**

SRTOs 2015 and ESOS National Code 2018

**Royal International College**

RTO CODE: 46036 | CRICOS CODE: 04153F



# Assessing English Language Proficiency Policy

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## Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 2.2 Standards for RTOs 2015 – Standard: 5.1
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

## Purpose

The purpose of this procedure is to define the system used to:

- Assess international students' English language proficiency as required by the National Code 2018 (Standard 2)
- Assess students' equivalency in qualifications from overseas to entry in the courses.

## Objective

The RTO will ensure that the English Language Proficiency of International students is assessed fairly and consistently.

## Scope

This policy will apply to all current, prospective and previous students, staff and other RTO stakeholders.

## Procedures



	<b>Description</b>	<b>Responsibility</b>
1.	<p><b><u>Method</u></b></p> <ol style="list-style-type: none"><li>1. All enquiring students must be sent a student prospectus (or directed to a copy on the website) which includes an Application Form as well as information on the minimum course entry requirements</li><li>2. Applicants must complete the application form, sign and date where required and attach certified evidence of qualifications, work experience (if relevant) and IELTS results or proof of an accepted equivalent</li><li>3. The Admissions Officer must review the application and determine if an offer should be made on the basis of the entry requirements for academic entry and for IELTS.</li><li>4. IELTS requirements are assessed and certificates verified online at <a href="https://ielts.ucles.org.uk/ielts-trf/index.jsp">https://ielts.ucles.org.uk/ielts-trf/index.jsp</a></li><li>5. Assessment for academic entry will be done on the equivalency of an overseas qualification by way of using the NOOSR Online to check equivalency.</li><li>6. If the applicant has satisfactorily met all entry requirements, including English, an unconditional offer will be issued. If there are any requirements not met, an offer conditional to the student meeting the outstanding criteria will be issued instead. All offers must be signed and dated on the Letter of Offer by the Admissions Officer</li></ol>	PEO  Admission officer



7.	If the applicant has not met the outstanding conditions on the offer at the time of payment these conditions will be carried across to the eCOE.	
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### Continuous Improvement

A summary of all Assessing English related matters will be presented as a part of *the Continuous Improvement Policy and Procedure* at the Management Meeting for review. The purpose of this is to ensure that management becomes aware of:

- repeat issues
- common threads relating to the general management and or safety of the staff and students and the services being provided.
- (when viewed collectively) any general adverse trend that needs correcting.

### Confidentiality and Privacy Statement

The RTO values and is committed to protecting the privacy of its staff and stakeholders. Stakeholders can get more information, by contacting us on our contact us email.

### Publication

This policy once approved, will be available to all students and staff by accessing RTO Intranet or on request. This policy will also be available through RTO’s website as well.

This policy and procedure will form part of the information distributed and communicated during staff orientation.

### Other related policies and procedures

Related policies	<ul style="list-style-type: none"> <li>o International Student Enrolment Policy</li> <li>o Academic Management Policy</li> <li>o Agent Management Policy</li> </ul>
Forms or other organisational documents	



Documents related to this policy	
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## Review processes

**Policy review frequency: Annually**

**Responsibility for review: RTO Manager (CM)**

Documentation and communication: Describe how the policy decisions will be documented and communicated

Version 5.0

- Major updates are made after an Internal audit
- The Policy is reviewed for grammatical errors
- The Policy is forwarded to all staff members via an email
- The Policy is uploaded to the website