



Royal International College

# **RTO POLICY MANUAL**

SRTOs 2015 and ESOS National Code 2018

**Royal International College**

RTO CODE: 46036 | CRICOS CODE: 04153F



# English Only Policy and Procedure

## Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	Standards for RTOs 2015 – Standard: 1.1; 1.3(b); 1.7;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

## Purpose

This policy has been developed to help students to maximise their English language skills during their studies in Australia. To help the students to improve their English language skills, they are expected to communicate in English **ONLY** at all times whilst at the RTO.

## Objective

The RTO takes the English Only Policy very seriously, so from the moment the student enters the building, the only language spoken is English.

## Scope

This policy will apply to all the students, staff and other RTO stakeholders.

## Procedures

	Description	Responsibility



<p>1. During classes, students must only communicate in English. If they are found to be using their own language during a class, they will be asked to speak in English only.</p> <p>If the student continues speaking in their own language and not English, they will be asked to leave the class and will be marked absent.</p> <p>If help or clarification on the point of English or general matter is asked by one student to another student in their own language, they must ask the Trainer for permission to do so.</p> <p>The <i>Lunch Area, Common Rooms, Learning Centre and Corridors</i> are English <u>ONLY</u>. Persons not speaking English in these areas will be reminded of the English only rule.</p> <p>If the student(s) continually speak in their own language, they will be asked to leave the building for the duration of the break period.</p> <p>During break times if the student needs to use their mobile phone to speak with someone in their own language or to another student, the student should go to the recreation area which is designated for this purpose.</p> <p>If the student is caught speaking any language other than English, then the student will be asked to go to the designated area or leave the building. If the student is caught a second time, then they will be asked to leave the building immediately. Further breaches will require the student to have a meeting with the PEO to discuss their behaviour and possible disciplinary action.</p> <p>The use of Mobile Phones during class time is <u>NOT PERMITTED</u> unless it is an emergency. If the student is expecting a call, they need to</p>	<p>PEO</p> <p>RTO Manager</p> <p>Trainers and Assessors</p> <p>Students</p>
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	advise the Trainer prior to class starting. If the student uses the mobile phone during class time without first notifying the teacher, they will be asked to leave the class and marked absent.	
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### Continuous Improvement

A summary of all English-only 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, students and other 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	International Student Admissions & Enrolment Policy.  Student Support & Welfare Policy
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Forms or other organisational documents	
Documents related to this policy	Student Handbook

### Review processes

<b>Policy review frequency: Annually</b>	<b>Responsibility for review: RTO Manager (CM)</b>
Documentation and communication: Describe how the policy decisions will be documented and communicated	
<p>Version 5.0</p> <ul style="list-style-type: none"> <li>• Major updates are made after an Internal audit</li> <li>• The Policy is reviewed for grammatical errors</li> <li>• The Policy is forwarded to all staff members via an email</li> <li>• The Policy is uploaded to the website</li> </ul>	