

Version	5.0
Last Amended	1 May 2023
Approved By	CEO
Date Approved	1 May 2023
Reference	Assessing Student's Qualifications, Experience and English Proficiency Policy and Procedures v5.0

Assessing Student's Qualifications, Experience and English Proficiency Policy and Procedures

1 Purpose:

Windsor College Pty Ltd (Windsor) will assess all students' enrolment applications to ensure that they meet the enrolment requirements of the course to ensure their ability to complete the qualification. Windsor will determine the amount of training they provide to each learner with regard to their existing skills, knowledge and the experience.

2 Scope

This policy applies to:

- Prospective and current students enrolled at Windsor
- Windsor Marketing, Enrolment, Academic, Student Support and Administration staff.

All staff are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through Student Prospectus, the College's Website, Student Handbook, and during the enrolment and orientation processes.

3 Procedures

- All enrolment applications received will be assessed by Windsor's Enrolment Officer against the entry requirements for the applied course of study.
- Only a completed application form, accompanied with all the required documents will be processed. All International students are required to submit the following with their application form:
 - An authorised copy of their visa (if applicable)
 - Evidence of English proficiency
 - Personal details page of the passport
 - Proof of age
 - Other supporting information such as previously attained qualifications, current OSHC (Overseas Student Health Cover)
 (If required OSHC can also be arranged by Windsor for students. Any amount towards OSHC is separately payable by the student.)

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Windsor College Pty Ltd trading as Windsor College Australia, Smart English Melbourne - RTO Provider Code 41090 - CRICOS Code: 03560K – ABN 93 602 498 055

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- Copy of release notification where applicable
- If the applicant's educational qualifications do not meet the college's admission requirements, other factors may be considered at the discretion of the college. Verified evidence of these other factors must be included with the application. These other factors may include but not limited to:
 - Mature age, and or proof of being 18 years or older at the proposed date of commencement,
 - Work experience,
 - Attitude and aptitude,
 - Previous academic results,
 - Attendance / participation rate in the previous college,
 - Ability and skills to function in an academic environment,
 - Possibility to succeed in his/her academic endeavours
 - Successful completion of the college's online Language Literacy and Numeracy (LLN) Test relevant to the levels.
- An International student's English proficiency is required to be evidenced by a recognised English Language testing score (IELTS) or other test results as outlined in the English language requirements.
- If the IELTS test or its equivalent shows that the English language requirements for the college's VET courses have not been met then the student will need to undertake a period of study in an English language course that gives an outcome at the upper intermediate level.
- For enrolment in an ELICOS course, in the event that a student does not have formal evidence of English proficiency, they will be required to sit an online English Language Placement Test. As a result of this test students will be enrolled directly into the appropriate level of the ELICOS course.
- For enrolment in a VET course, in the event that a student from level 1 and level 2 countries does not have formal evidence of English proficiency or of other vocational qualifications, they may be required to sit an English Language Placement Test. As a result of this test students may be enrolled directly into the VET course or may be required to undertake a specified period of English language study.
- Applicants who have successfully completed two full-time years of study or equivalent at a secondary (Years 10-12) or post-secondary educational institution, where the sole language of instruction and assessment was English, do not have to provide a current IELTS certificate and may not be required to undertake a language test, if they can provide an original or certified statement or certificate of confirmation, issued by that institution. This study must have been completed no more than two years prior to the date of application to the college course.
- For those students for some relevant countries who do not have any formal recognition of their English language skills and have not completed any vocational qualification at or above Certificate IV level, will have to sit for an online English Language Placement Test that enables the Enrolment Officer to determine the student's English proficiency level. For offshore students, this online test will be administered by the college's offshore agents. Upon arrival in Australia, offshore students will need to sit for the online test that is administered by the Enrolment Officer on the campus to verify the result of English Language Placement Test administered offshore. For onshore students, the online test is administered by the Enrolment Officer on the campus.

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- A copy of the enrolment form and all the supporting documents will be kept on student file.
- If an application meets the entry requirements, then an Offer of Enrolment along with the “Enrolment Acceptance Agreement” is issued to the applicant.

English language requirements for Certificate and Diploma Courses

- IELTS overall band of 5.5 or equivalent internationally recognised exam result in line with the Department of Home Affairs regulations;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 47 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time studies in Australia towards a Certificate III or above;
- English as the first language; **OR**
- Any other form of test which satisfies the Institution.

Pre-Training Review

For each eligible Individual, Windsor will conduct a Pre-Training Review of current competencies including literacy and numeracy skills prior to commencement in training. The Pre-Training Review is designed to:

- identify any competencies previously acquired (Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer);
- identify LLN levels are either sufficient for the qualification level, or support will need to be provided
- ascertain the most appropriate qualification for that student to enrol in, including consideration of the likely job outcomes from the development of new competencies and skills; and
- ascertain that the proposed learning strategies and materials are appropriate for that individual.

The Enrolment officer uses a Pre-Training Review Form for assessing an international student’s suitability to the course. The assessment result is to be used for advising the student about the training product appropriate to meeting the student’s needs, taking into account each student’s existing skills and competency. The result of the student’s pre-training review assessment is used as part of admission assessment to determine whether the college will offer an enrolment to the student. An Admission Checklist is to assess whether overseas/international students’ English language proficiency, educational qualifications and/ or work experience is sufficient to enable them to enter the course and to make an assessment decision if enrolment is offered to the applicant. A letter of Offer and Acceptance Agreement will be provided to ELICOS students upon successful admission assessment. An Offer of Enrolment and Enrolment Acceptance Agreement will be provided to VET students upon successful a pre-training review and admission assessment.

4 Related Standard

This policy and procedure supports ‘Standard 2.2’ of the ESOS National Code 2018 and ‘Standard 1.2’ of the Standards for Registered Training Organisations (RTOs) 2015.

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5 Related Documents/Forms

1. Enrolment Application Form
2. LLN assessment
3. Pre-Training Review Form and Admission Checklist (International Student)

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