



# AUSTRALIAN NATIONAL COLLEGE

## ASSESSING STUDENT QUALIFICATIONS EXPERIENCE AND ENGLISH PROFICIENCY POLICY AND PROCEDURES

Level 1, 58 Franklin Street, Melbourne, Victoria 3000 | AUSTRALIA

CRICOS PROVIDER CODE: 03009M | TOID: 22134

Web: - [www.anc.vic.edu.au](http://www.anc.vic.edu.au) Tel (+61 3) 9662 3300

Email:- [info@anc.vic.edu.au](mailto:info@anc.vic.edu.au)



# ASSESSING STUDENT QUALIFICATIONS EXPERIENCE AND ENGLISH PROFICIENCY POLICY AND PROCEDURES

## TABLE OF CONTENTS

Purpose.....	2
Scope: .....	2
Procedure .....	3
Pre-Training Review- For Domestic Student.....	4
Reference: .....	4
Associated Documents/Forms: .....	5

## PURPOSE

**ANC** 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. **ANC** will determine the amount of training they provide to each learner with regard to their existing skills, knowledge and the experience.

## SCOPE:

This policy applies to:

- Prospective and current students enrolled at **ANC**
- **ANC** Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through regular meetings, staff updates, Policies and Procedure, Staff Inductions and continuous improvement practices. Students are made aware of this policy through the Student Handbook, during the enrolment and orientation processes and also throughout the course.



# ASSESSING STUDENT QUALIFICATIONS EXPERIENCE AND ENGLISH PROFICIENCY POLICY AND PROCEDURES

## PROCEDURE

- All enrolment applications received will be assessed by **ANC** against the entry requirements for the applied course of study
- Only completely filled 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, (*“Academic Entry Requirements for Overseas Qualifications”* -Documents- ANC Student Support Staff will check the academic Requirements against the ANC *“Academic Entry Requirements for Overseas Qualifications”*)
  - current OSHC (Overseas Student Health Cover)  
(If required OSHC can also be arranged by **ANC** for students. Any amount towards OSHC is separately payable by the student.)
  - Copy of release letter where applicable
- An International student’s English proficiency is required to be evidenced by any ONE (1) of the following:
  - IELTS overall band of 5.5 or equivalent internationally recognised exam result in line with the Department of Home Affairs (DHA) 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 162 equivalent or above.
  - OET score band Pass equivalent or above;
  - Successful completion of the Senior Secondary certificate of education in Australia conducted in the medium of English;
  - Completion of a full-time studies in Australia towards a Certificate III level course or above;



## ASSESSING STUDENT QUALIFICATIONS EXPERIENCE AND ENGLISH PROFICIENCY POLICY AND PROCEDURES

- English as the first language;
- Satisfactory completion of the EAL course / English language course or satisfactory completion of 10-20 weeks (minimum 10 weeks) ELICOS from a National English Language Teaching Accreditation Scheme (NEAS), Accredited English Institution with an IELTS score of 5.0; OR
- Any other form of test which satisfies the Institution.
- 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 Letter of Offer along with the “Student Acceptance Agreement” is issued to the applicant.
- If the application does not meet the entry requirement, Student/Student Representative will be advised of the same. The student can apply again in the future when He/She meet the Academic, Age and English requirements for the course.

### PRE-TRAINING REVIEW- FOR DOMESTIC STUDENT

#### **(IF APPLICABLE)**

For each Eligible Individual, ANC 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.

### REFERENCE:

This policy/procedure supports ‘Standard 2.2’ of the ‘National Code of Practice for Providers of Education & Training to Overseas Students 2018 and ‘Standard 1.2’ of the ‘Standards for Registered Training Organisations (RTOs) 2015’.



# ASSESSING STUDENT QUALIFICATIONS EXPERIENCE AND ENGLISH PROFICIENCY POLICY AND PROCEDURES

## ASSOCIATED DOCUMENTS/FORMS:

1. Application Form
2. LLN Assessment
3. Pre-Training Review Form (Domestic Students)(If Applicable)
4. Academic Entry Requirements for Overseas Qualifications