

ENGLISH LANGUAGE PROFICIENCY POLICY

Policy Link		None		
Responsible Officer		Academic Dean		
Contact Officer		Registrar		
Superseded Documents		None		
Associated Documents		Admissions Policy Undergraduate Student Admission Procedure		
Review Date		May 2028		
Version	Endorsed By	Approved By	Approval Date	Effective Date
1.1	Academic Dean	Academic Board	24/05/2024	24/05/2024

1. PURPOSE

This Policy provides for the English language proficiency of students in accordance with the College graduate attributes and government regulatory requirements.

2. BACKGROUND

This Policy has been developed in response to the recognition by the higher education sector of the contribution of English language proficiency to academic success, graduate outcomes, and vocational employment.

3. SCOPE

This Policy applies to the accredited courses of the College, to faculty, students and administrative staff involved in student support services.

4. DEFINITIONS

This section sets out definitions for key terms and acronyms referred to in the Policy.

Term	Definition
domestic student	A student who is an Australian Citizen, a permanent resident of Australia, or a New Zealand Citizen.
English	English Language Proficiency is the ability of students to use the

Language Proficiency	English language to make and communicate meaning in spoken and written contexts while completing their course of study. (<i>TEQSA Glossary of Terms</i>)
IELTS	International English Language Testing System, and internationally recognised English language proficiency test.
international student	A student who is not an Australian Citizen, a permanent resident of Australia, or a New Zealand Citizen. International students are also known as overseas students and include students in Australia with a student visa.

5. POLICY STATEMENT

5.1 Introduction

- (i) Courses at Moore College are normally, and primarily, studied in English, that is, English is the language of instruction and assessment.
- (ii) English language skills are reading, writing, speaking, and listening.
- (iii) International students studying in Australia must satisfy the English language and other requirements of the Department of Home Affairs for visa applications.

5.2 English Language Admission Requirements

- (i) The College has a duty of care to ensure that students admitted to the College's courses can succeed academically with the level of English language required.
- (ii) Students should have the necessary English language skills to successfully undertake their course of study.
- (iii) English language admission requirements will be set by the Academic Board of Moore College, at an appropriate level for each course of study.
- (iv) Prospective students will be informed of the English language admission requirements via course information on the College website and other course information materials.
- (v) In the case of applicants who are not domestic students, where a student applies on the basis of an English language proficiency test, such as IELTS, that test must have been taken no more than two years before the date on which the student applied to study at the College.
- (vi) Applicants who do not meet the English language proficiency requirements for a course but who have studied at a secondary or tertiary level for 5 years or more in Australia, New Zealand, Canada, South Africa, the Republic of Ireland, the United Kingdom, or the United States of America are not required to provide evidence in the form of an English language proficiency test.

- (vii) Students that meet the English language proficiency requirements of a course on the basis of a completed qualification studied in English overseas may be requested to provide evidence the study was in the English language.
- (viii) The College may admit to a course a student who demonstrates English proficiency through an assessment performed by the College. The College's assessment of proficiency must encompass the skills set out in 5.1 (ii), to a level required for the relevant course. In such cases, records of the assessment of the student's proficiency in English will be maintained, and consideration will be given to additional academic support that may benefit the student.

5.3 English Language waivers

- (i) The English language requirements for a course may be waived on the basis of the applicant's life experience, such as relevant work experience or professional accreditation.
- (ii) Waivers to the English language requirements are determined on a case-by-case basis and must be approved by the Academic Dean. The Learning & Teaching Committee has oversight of approvals made by the Academic Dean.

5.4 English Language Development

- (i) The course curriculum will contribute to the development of English language proficiency through course design, course delivery, and assessment practices.
- (ii) Courses of study will develop discipline-specific communication skills.
- (iii) Students will be provided with support to develop their English language proficiency and academic language proficiency.
- (iv) Students will be responsible for their own language and learning development.

6. LEGAL AND POLICY FRAMEWORK

Relevant legislation and documents include:

- Educational Services for Overseas Students (ESOS) Act 2000
- Higher Education Standards Framework 2021
- Higher Education Support Act 2003
- Migration (English Language Tests and Evidence Exemptions for Subclass 500 (Student) Visa) Instrument (LIN 24/022) 2024
- TEQSA Act 2011
- [English Language Proficiency Requirements, Universities Admissions Centre](#)
- [TEQSA: Communication on English waivers, 18 May 2020](#)

7. IMPLEMENTATION

The Academic Dean and Registrar are responsible for policy implementation and compliance monitoring.

8. ACKNOWLEDGEMENTS

Acknowledgment is made of the following documents in reviewing standards for this policy:

- Curtin University. English Language and Learning Policy. AB 157/13
- University of Queensland - English Language Proficiency Admission Procedure - PPL 3.40.14d2 Approval date: 15th September 2023
- University of Tasmania. *English Language Proficiency Policy*. 10th January 2024
- University of Technology Sydney. *English Language Policy*. AB/19 – 1/13 - 16/05/2019

9. REVIEW AND HISTORY

Version	Approved By	Approval Date	Effective Date	Sections modified
1.0	Governing Board	19/05/2015	19/05/2015	New policy
1.1	Academic Board	24/05/2024	24/05/2024	Timeframe for English language tests added. List of countries in which students may have studied to be exempt from providing a test added. Waivers section added.