



Assessing English Language Proficiency Qualifications, and Work Experience Policy and Procedures

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Policy

- This policy supports the ESOS National Code 2018 - Standard 2.2 that states:
 “2.2 The registered provider must have and implement a documented policy and process for assessing whether the overseas student’s English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.”
 And
 the Standards for Registered Training Organisations (RTOs) 2015 – Standard 3 Clause 3.5 that states:
 "The RTO accepts and provides credit to learners for units of competency and/or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:
 a. AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
 b. authenticated transcripts issued by the Registrar."
 And
 the Standards for Registered Training Organisations (RTOs) 2015 – Standard 1 Clause1.12 that states:
 “The RTO offers recognition of prior learning to individual learners.”
- Australian Institute of Science and Technology (AIST) ensures students’ qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
- AIST recognises qualifications and Statements of Attainment issued by another RTO.
- AIST recognises students’ prior learning. Recognition of Prior Learning (RPL) is a process through which applicants gain course credits based on experience gained through similar study (but not direct equivalent), work experience (in any form) or through informal or formal training or other life experiences.



5. Students who do not meet the specific English language requirements of AIST's programs can enrol in an Australian English language program/ ELICOS course as a way of reaching the required English proficiency level.
6. This policy applies to staff, students and education agents.
7. The CEO is responsible for the implementation of the policy and procedures and to ensure that staff, students and education agents are aware of its application and implement its requirements.

Procedures

Definitions:

International students are overseas students who hold an Australian student visa.

Domestic students are students who are

- an Australian citizen;
- a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand);
- an Australian permanent resident; or
- an Australian humanitarian visa holder.

Other temporary visa holder students are non-domestic students who do not hold an Australian student visa.

Procedures for International Students

1. After receiving a completed International Student Application Form, the Academic Manager will check if all supporting documents are complete. All supporting documents such as high school certificates/ qualifications, birth certificates, other documents that are not in English Language must be accompanied by their English translation. Supporting documents must be certified. If all documents are complete, the Academic Manager will make a decision on eligibility.
2. Each enrolment application is to be assessed to ensure that the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.
3. Students will need to meet the following entry requirements dependent on the chosen course:
For courses:
 - Successful completion of Year 11 or the equivalent level of study
 - English Entry Requirement (please refer to the following Table)
4. The Academic Manager assesses the applicant's previous educational qualifications (either obtained in Australia or overseas) necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.
5. If the applicant's educational qualifications do not meet AIST's admission requirements, other factors may be considered at the discretion of AIST. Verified evidence of these other factors must be included with the application. These other factors may include but not limited to:
 - 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.

Having arrived at an admission decision for the applicant's educational qualifications, the English language skills will be assessed. If student has a satisfactory IELTS score or equivalent (listed under entry requirements), the applicant will be offered a place in the chosen course.



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Courses	English Entry Requirements
BSB51918 Diploma of Leadership and Management	<p>The following scores/certificates are accepted by AIST as proof of satisfactory English level for the corresponding courses:</p> <ol style="list-style-type: none"> 1. IELTS 5.5 or above 2. PTE Academic 42 or above 3. TOEFL iBT 46 or above 4. OET B or above (This is required by Department of Home Affairs as being eligible result for applying for a student visa without packaging with an ELICOS) 5. Holding an Australian ELICOS English Certificate of Upper Intermediate Level or above 6. Senior Secondary Certificate of Education completed in Australia 7. Holding an Australian Qualification of Certificate IV or above 8. AIST LLN Test (CSPA Test)- a result of "Exit Level 2" or above
BSB52415 Diploma of Marketing and Communication	
BSB61015 Advanced Diploma of Leadership and Management	
ICT50118 Diploma of Information Technology	
ICT60115 Advanced Diploma of Information Technology	
BSB50815 Diploma of International Business	
ICT80515 Graduate Diploma of Telecommunications and Strategic Management	

Procedures for Domestic/ Other Temporary Visa Holder Students

1. After receiving a completed Domestic Student Application Form, the Marketing Manager will make a decision on eligibility.
2. Students will need to meet the following entry requirements dependent on the chosen course:
 - Successful completion of Year 11 or equivalent. and
 - AIST's Language Literacy and Numeracy (LLN) to the relevant levels mentioned in the table "English Entry Requirement". or
 - Holding Senior Secondary Certificate of Education completed in Australia. Or
 - Holding an Australian Qualification of Certificate IV or above
3. Each enrolment application is to be assessed to ensure that the student's Language, Literacy and Numeracy skills are appropriate for the course for which enrolment is sought.
4. The Academic Manager of AIST, through an online LLN test result of the applicant, assesses the applicant's LLN skills necessary for studying at the required level of the proposed qualification. The application is also assessed to determine whether the applicant meets the required entry level competencies for the particular qualification in which the applicant wants to enrol.
5. If the applicant's LLN skills do not meet AIST's admission requirements, a learner may benefit from undertaking foundation skills training if there is a gap of one ACSF level between their existing performance and the level required to successfully complete a qualification/course. AIST may also consider it unnecessary to provide foundation skills training unless there is more than one ACSF level difference between the existing level of a learner and the level needed to successfully complete a qualification/course. AIST may determine that the course delivery will address the contextualised gap training needed so that the



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learner will be able to successfully complete without needing specific foundation skills delivery support. If the gap is too large, for example two ACSF levels, then AIST may determine that specific foundation skills support is required.

LLN Requirements to Qualifications:

- Enrolment into each course requires each student to meet the specified LLN Skills as per their chosen course.
- Each student is required to take a Language, Literacy and Numeracy Test for a relevant level. The LLN test is assessed online. Students may not be required to take the LLN test if they can provide verified qualification(s) or IELTS test result or equivalent specified in the Table “English Entry Requirement”
- If the LLN test shows that the LLN requirements have not been met then the student may be required to undertake a period of study in an English Language course that gives an outcome at the required LLN level.

Credit Transfer

- Course credits may be gained by applicants who are transferring from another RTO or have studied one or more units in the same qualification at another RTO.
- To apply for a Credit Transfer, students will need to lodge an application for credit transfer with their Application Form. Please refer to AIST’s Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedures.

RPL

- To apply for RPL, students will need to lodge an application for RPL with their Application Form.
- Please refer to AIST’s Credit Transfer and Recognition of Prior Learning (RPL) Policy and Procedures.

Document Control

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