



ENGLISH LANGUAGE PROFICIENCY POLICY

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| Responsible officer | Registrar, Simon Davies |
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| Approved by | Academic Board |
| Responsible Body | Academic Board |
| Approval date | 19/10/2018 |
| Effective date | 01/01/2019 |
| Review date | 19/10/2020 |
| Superseded documents | Admission Policy – English Language Proficiency |
| Related documents | none |
| Student Lifecycle Stage/s | Admission |

1. PURPOSE

To outline the minimum levels of English Language Proficiency required in order to enter an ACT course taken in English, and how English Language Proficiency is tested.

2. DEFINITIONS

ACT is the *Australian College of Theology Limited*.

ACT Registrar is the officer of the **ACT** who manages academic administration and performance assessment.

Admission Stage is the stage of the **student** lifecycle in which a student applies, is admitted and enrolls in units and courses. This is at the commencement of study but also recurs at the start of each study period.

Affiliated College is an institution approved to offer an accredited higher education award of the **ACT**.

AQF is the Australian Qualifications Framework. Every accredited course in the Australian higher education sector must comply with the requirements of the AQF.

AQF level is an indication of the relative complexity and/or depth of achievement and the autonomy required to demonstrate that achievement. It is used to describe courses of study by the Australian Qualifications Framework (**AQF**).

Course see **Course of Study**

Course of Study is a course of units that lead to an award given by the **ACT**.

Coursework is work done by a student within a unit of study to a set curriculum and assessment schedule.

English Language Proficiency is the ability to use the English language to make and communicate meaning in spoken and written contexts.

IELTS stands for International English Language Testing System – Academic version only

Registrar is the registrar or equivalent officer of an **affiliated college**.



Research degree is a degree completed by means of a research project.

Student is a student of the **ACT**. They may be a prospective, enrolled or former student.

The following definitions apply for the purpose of this Policy:

Approved Countries is the list of countries appearing on the current list of English Language Proficiency requirements of the Australian Universities Admissions Centre.

Assessable Qualification is a qualification which has been successfully completed in English, including completion of senior secondary studies comparable with the NSW HSC; successful completion of at least one full year of Australian or comparable tertiary studies, successful completion of an AQF diploma or advanced diploma, successful completion of Australian or comparable non-award post-secondary level studies or tertiary preparation courses with full-time equivalence of one year.

3. SCOPE

This policy applies to all applicants seeking admission to ACT courses to be delivered in English.

4. POLICY STATEMENT

The Australian College of Theology is committed to exercising a duty of care towards applicants by setting requirements for admission to courses at levels that maximise the likelihood of enrolled students completing their course successfully. One such requirement is English Language Proficiency.

5. PRINCIPLES

5.1 The ACT seeks to ensure that all students enrolled in an ACT course undertaken in English have the English language proficiency required in order to likely be successful in their course of study. Prior to admission into any course delivered in English, applicants are required to prove their level of English language capacity in order to be admitted to their chosen course. This can be done in one of the following ways:

5.1.1 The applicant holds an **Assessable Qualification** completed in one of the **Approved Countries**, completed within the last ten (10) years; OR

5.1.2 The applicant has been resident in Australia for ten (10) or more years, with English being the language primarily spoken both at home and work; OR

5.1.3 The applicant provides proof of English Language Proficiency. Normal proof of English Language Proficiency is an IELTS Test – Academic Version. A single test result must be submitted, which is no more than two (2) years old prior to the commencement of the first enrolment in the proposed course. Minimum levels of English language proficiency are as follows:



- For undergraduate courses, the IELTS requirement is an overall score of at least 6.5, with no subtest score below 6.0.
 - For postgraduate coursework courses, the IELTS requirement is an overall score of at least 7.0, with reading and writing subtests of at least 7.0, and with listening and speaking subtests of at least 6.5.
 - For postgraduate research degrees, the IELTS requirement is an overall score of at least 7.5, with reading and writing subtests of at least 7.5, with listening subtest of at least 7.0, and with speaking subtest of at least 6.5.
- 5.2 When an applicant for admission shows English language proficiency through the provisions of sections 5.1.1 or 5.1.2, but the college to which they are applying is concerned about their level of proficiency, the college may exercise its duty of care towards the applicant by requesting the applicant to demonstrate their level of English Language proficiency under section 5.1.3 in order to assess the likelihood of the applicant coping satisfactorily with study in the course. If an applicant provides proof of English Language Proficiency under section 5.1.3 but the college still has concerns about the applicant's level of English, the college may exercise its duty of care towards the applicant in requiring the applicant to undergo further testing by way of an essay, a test, or an interview. If the applicant declines a request to demonstrate their level of English Language Proficiency after meeting the measures in 5.1.1, 5.1.2 or 5.1.3, the college shall determine if the applicant may enter the proposed course of study based on the information available.
- 5.3 If the proof of English Language Proficiency for admission provided under section 5.1.3 is other than the results of a recent IELTS test, the ACT Registrar has the authority to determine the acceptability of the alternative proof, both in content and level.
- 5.4 The ACT Registrar, on the written request of an affiliated college, has the right to waive or vary the requirement for proof of English Language Proficiency as part of the admission process. On such occasions the Registrar will advise the relevant college in writing and record the action on the relevant student's record.

6. RELATED DOCUMENTS AND LEGISLATION

[National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[English Language Proficiency requirements, Universities Admissions Centre](#)

7. REFERENCES

N/A

8. VERSION HISTORY



| Version | Approved by | Approval Date | Effective Date | Changes made |
|---------|----------------|---------------|----------------|--|
| 1 | Academic Board | 19/10/2018 | 1/1/2019 | New policy written to supersede old policy |

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