

<b>AUDIENCE</b>	<b>INTERNAL</b> <input checked="" type="checkbox"/>	<b>EXTERNAL</b> <input checked="" type="checkbox"/>
<b>POLICY ID</b>	EDN-002-I-POL English Language Proficiency Requirements for International Students Entering Vocational Courses Policy and Procedure	
<b>RESPONSIBLE OFFICER</b>	Manager International Education	
<b>CONTACT OFFICER</b>	Admissions Manager	
<b>ENDORSED BY</b>	Continuous Improvement Committee	
<b>ENDORSEMENT DATE</b>	14/12/2017	
<b>EFFECTIVE DATE</b>	31/01/2018	
<b>VERSION</b>	18	
<b>REVIEW DATE</b>	31/01/19	

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## 1. Introduction

### 1.1 Modification History

Version	Comments
17	Updated policy template
16	Deferred review date until second half of 2016
15	Updated the minimum number of ELICOS weeks that students may not be required to undertake an ESP test prior to issuing a Letter of Offer for ABILITY English
14	Updated footer to include updated CRICOS code
13	Attached form names updated
10	Clarification of acceptance of the ABILITY English ESP test for entry into MEGT Institute VET courses. Clarification of Waiver of formal IELTS or equivalent processes
9	Removed reference to MEGT Education Group
8	Updated DIBP Acronym to Department of Immigration and Border Protection
7	Updated DIAC – Department of Immigration and Citizenship to DIBP – Department of Immigration and Border Protection
5	Amended to include entry requirements for students packaging ELICOS and VET courses.
Version 4.4	This version reflects the waving of entry test into MEGT Institute courses for students graduating from English Language College Partners. This policy is now formatted on recently approved policy template.
18 (International version 1.0)	Revision of Policy to align with National Code of Practice for Providers of Education and Training to Overseas Students 2018 Updated DIBP – Department of Home Affairs (December 2017) Updated to new management structure Existing policy updated for international students only

### 1.2 Purpose

MEGT Education has a documented policy and procedure to ensure International students entering VET courses with MEGT Institute have the relevant prerequisite qualifications and the appropriate English language proficiency in order to communicate with teachers and fellow students, and to successfully undertake and complete their course.

## 2. Scope

This policy and procedure applies to:

- International students enrolling in MEGT Institute VET courses.
- International students enrolling in a Packaged Program with ABILITY English.
- MEGT Education Agents responsible for student recruitment.
- MEGT Education Marketing, Admissions, Student Services and Education staff.

### 3. Legislative Context

This policy satisfies the requirements of Standards 1.2.3, 2.2, 3.3.2 of The National Code 2018.

### 4. Definitions

#### **MEGT Education:**

MEGT (Australia) Ltd, Trading as MEGT Institute  
Ability Education Pty Ltd, Trading as ABILITY English

**Vocational Education and Training (VET):** Tertiary education and training which provides accredited training in job related and technical skills. MEGT Institute is an accredited VET provider.

**English Language Intensive Courses for Overseas Students (ELICOS):** Programs designed for students who require English language training before commencing formal studies in Australia. ABILITY English is an accredited ELICOS provider.

**International students:** Overseas students holding a student visa issued by the Australian Government Department of Immigration and Border Protection.

**Registered Training Organisation (RTO):** Those training providers registered by ASQA (or, in some cases, a state regulator) to deliver nationally accredited training/English Language Intensive Courses for Overseas Students (ELICOS).

**English Language Partner Colleges:** Third party RTOs/ CRICOS Providers with a formal agreement of entry for MEGT Education graduates into their own programs.

**Packaged Programs:** Students may package their studies to combine a preliminary course with their **main** course of study.

**The Australian Qualifications Framework (AQF):** The national policy for regulated qualifications in Australian education and training.

**International English Language Testing System (IELTS):** Tests English proficiency across the globe.

**English for Special Purposes (ESP) Test:** Administered by ABILITY English to determine the English level of the applicant and to recommend the length of ELICOS required to be undertaken prior to commencing a VET or pathway course.

### 5. Policy Statement

MEGT Education will implement this policy to ensure that students' qualifications, experience and English language proficiency meet the required level for the course for which enrolment is sought. Students enrolling in VET qualifications with MEGT Institute will be assessed in accordance with the procedures outlined in this document.

### 6. Procedures

#### 6.1 Approvals

Applications will be approved by Admissions based on the English language proficiency evidence submitted as part of the application process.

The required IELTS (or equivalent) proficiency level must be demonstrated in accordance with the course entry requirements specified by MEGT Institute, subject to exemptions or special circumstances outlined in this policy. All IELTS results submitted will be verified on the IELTS Test Report Form (TRF) Verification Service online - <https://ielts.ucl.ac.uk/ielts-trf/index.jsp>

Applicants unable to demonstrate the required level of English language proficiency through an IELTS or equivalent recognised test result, will be requested to either undertake an English for Special Purposes (ESP) Test, which will be administered and marked by ABILITY English at no additional cost, to determine their English level for a direct entry into their VET or pathway course, or requested to complete a required length of ELICOS to be undertaken prior to commencing their VET or pathway course.

MEGT Education reserves the right to request any applicant or existing student to undertake an ESP test or other formal written or oral interview where there is any doubt as to the authenticity of the documented evidence provided of a recognised English proficiency test as part of the application, or doubt as to the student's adequate English language proficiency.

## **6.2 English Language proficiency tests for Packaged Programs**

International applicants may package their VET course/s with ELICOS at ABILITY English; however minimum entry requirements must be met for all VET courses applied for. Under a Packaged Program applicants are able to apply for a student visa for the combined duration of the ELICOS and VET course.

Where an international applicant has not provided sufficient evidence of having met the English language entry requirement for a VET course at MEGT Institute or at another provider, and they wish to package their course with ELICOS at ABILITY English, the applicant will be requested to either undertake an English for Special Purposes (ESP) Test, which will be administered by ABILITY English at no additional cost, to determine their English level for a direct entry into their VET or pathway course, or requested to complete a required length of ELICOS to be undertaken prior to commencing their VET or pathway course.

Upon completion of the ESP test, a Letter of Offer for the ELICOS at ABILITY English will be issued to the applicant based on the result of the ESP test and a Conditional Letter of Offer for the VET course at MEGT Institute will be issued, subject to meeting the English language entry requirement.

In cases where applicants decide not to undertake the ESP test despite request to do so, and seek enrolment in an ELICOS at ABILITY English prior to commencing their VET course at MEGT Institute or at another provider, a Letter of Offer for the ELICOS at ABILITY English will be issued to the applicant based on the number of ELICOS weeks they apply for. Applicants will be made aware that they may not meet the English language proficiency level and that they may be required to re-enrol in further ELICOS and defer their VET course.

Where the number of ELICOS weeks packaged with ABILITY English is less than 10 weeks, the student will be required to take the ESP test prior to issuing a Letter of Offer to ensure that the ELICOS is sufficient for the student to meet their packaged entry requirements for their second course. A Letter of Offer will not be issued prior to the ESP test results.

On completion of their ELICOS, and prior to commencement of their MEGT Institute VET course, package students will receive a recommendation from their ABILITY English teacher that they have achieved an Upper or Advanced level to progress into their intended VET course at MEGT Institute without further testing. However, their teacher may still recommend an ESP test completed where unsure.

Applicants cannot commence their VET course at MEGT Institute until such time they have successfully met the English proficiency level required.

### 6.3 IELTS and Approved English Language Tests

To ensure all students have sufficient English language proficiency to meet satisfactory course participation and achieve successful outcomes, all courses have a minimum IELTS level specified for admission into a course/qualification. All English language test evidence submitted should be current within 24 months from the date of the application. IELTS test results submitted will be verified on the IELTS Test Report Form (TRF) Verification Service online – <https://ielts.uct.ac.za/ielts-trf/index.jsp>.

MEGT Education requires IELTS score 5.5 or equivalent for all Certificate level courses, and IELTS score 6.0 or equivalent for direct entry to Diploma and Advanced Diploma courses.

### Recognised IELTS Equivalent English Tests

IELTS 5.5 EQUIVALENT	IELTS 6.0 EQUIVALENT
TOEFL Paper Based Test 527 TOEFL (iBT) 46-59 Pearson PTE 42-49 score range Cambridge English – Advanced (CAE) Test 47	TOEFL Paper Based Test 550 TOEFL (iBT) 60-78 Pearson PTE 50 Cambridge English – Advanced (CAE) Test 52

### 6.4 Conditional Letter of Offer

A Conditional Letter of Offer may be issued when:

- Making an offer for a Packaged Program course enrolment which includes ELICOS.
- An applicant still has to complete an ELICOS they are currently undertaking.
- Formal documentation/confirmation of English language Proficiency is not yet available.
- The applicant has an adequate IELTS level or equivalent for a certificate course, but will be required to demonstrate a higher IELTS or equivalent level prior to commencing in a VET course.

Applicants will receive a Conditional Letter of Offer indicating that they will be required to undertake ELICOS studies from an approved English Language College Partner prior to their course commencing or undertake whatever requirement is imposed by the Conditional Letter.

### 6.5 Waiver of formal IELTS or Equivalent

MEGT Education may approve an enrolment with a waiver of the required English language proficiency requirements for enrolment under special circumstances, and the reasons for the waiver must be clearly documented and placed on the student's file.

#### **Applicants with prior Australian Vocational or Tertiary Qualifications:**

Where an applicant can provide certified documentation of having completed full-time study equivalent to at least one year in an Australian qualification at an equivalent or higher AQF or tertiary level to the course being applied for, issued by an Australian RTO; recognised English Language College Partners of MEGT Education (see the list on the MEGT Institute web site <http://megtinstitute.edu.au/>) and completed within 12 months from the date of the application, and where the sole language of instruction and assessment was in English, the applicant will be accepted into MEGT Institute without having to prove their English language proficiency.

#### **Mature-age applicants demonstrating extensive vocational experience:**

A mature-age applicant with documented evidence of extensive vocational experience in the same field as the qualification being applied for, and whose vocational experience indicates a broad use of the English language, may only need to participate in an informal oral interview to confirm their English language proficiency.

#### **Students already enrolled with MEGT Institute and moving to a higher level qualification:**

A student who has completed a qualification and seeks enrolment in a higher level qualification with MEGT Institute requiring a higher IELTS or equivalent, may be exempt from having to provide the higher IELTS or recognised formal evidence based on their performance in class as reported by their Trainer(s) and in the 'English for Special Purposes (ESP) Test' administered by ABILITY English. All students choosing not to provide an IELTS score will undertake the ESP Test in the first 2-weeks of their new course. This test has been benchmarked to IELTS and provides a valid and reliable reflection of their English skills.

Based on their test score, students identified as in need of additional English support in order to successfully achieve the competencies required in the higher level studies will be placed in a Two-tier support mechanism. Level 1 Support will be formally implemented for students considered most at risk of not being able to meet the new course requirements and Level 2 Support for students that still require assistance albeit of a less intensive nature. Level 1 students will be placed on an Academic Intervention and required to attend a minimum of 2 hours additional English Assistance classes per week.

Level 2 students will be required to attend 1 hour of English Assistance classes each week. The English Assistance classes will focus on building receptive and productive English skills closely related to the requirements of the training package qualification they are undertaking and are delivered at no extra cost.

### **6.6 Citizenship Status and Prior Education in English**

Regardless of MEGT Education's requirements, international applicants should be aware that they must still satisfy the Department of Home Affairs English language requirements for visa applications. Details of the Department of Home Affairs requirements can be found at [www.homeaffairs.gov.au/trav/stud](http://www.homeaffairs.gov.au/trav/stud)

Citizens of the countries listed below are not required to provide evidence of English language proficiency for their Visa application where their previous secondary and/or tertiary study is known to have been conducted in English in the national education system (or equivalent) and/or at a

recognised, local university in their home country. However, MEGT Education does not automatically exempt applicants from these countries from providing English proficiency evidence prior to acceptance into a course or study or qualification.

These applicants are required by MEGT Education providers to provide certified educational evidence at least to the equivalence of Australia's Year 11/Year 12 exams for course entry (based on a table of Overseas Qualifications for VCE Equivalence). Admissions staff will assess the evidence against the equivalence table, or will seek further information on equivalence from a reliable authority. Applicants in this group may also be required to undertake a general pre-enrolment language skills test and/or be interviewed either in person or over the phone.

- Australia
- Canada (excluding Quebec)
- Ireland
- New Zealand
- United Kingdom (including Northern Ireland)
- United States of America

### **6.7 English Language College Partner Pathways**

MEGT Education has established partner pathway arrangements with English language colleges and universities acknowledging successful completion of their courses as being equivalent to either IELTS 5.5 or 6.0. The list of partner colleges and institutions is published on the MEGT Institute web site (<http://megtinstitute.edu.au/>).

### **6.8 Rescinding Offers**

Where subsequent evidence is required to be provided under a Conditional Letter of Offer, MEGT Education providers have the right to rescind the offer if the evidence requirements are not fulfilled.

## **7. Related Policies & Procedures**

EDN-010-I-POL Monitoring Course Progress Policy and Procedure

## **8. Implementation**

The English Language Proficiency Requirements for International Students Entering Vocational Courses Policy and Procedure is made available via MEGT Institute's website externally and on the MEGT Education Intranet internally.

## **9. Responsibilities**

The Relevant Admissions Manager will review this policy annually, or in case of legislative changes requiring amendments.

## **10. Attachments**

13 6 14 ESP Test Answer Key  
13 6 14 ESP Test Answer Sheet with Writing Test  
13 4 14 ESP Test Full

## **11. Process Map**

N/A