

## ENGLISH LANGUAGE PROFICIENCY ASSESSMENT PROCEDURE

### PURPOSE

This document sets out the policy by which CG Spectrum Institute (CGSI) follows to ensure all students entering its courses meet the necessary English levels required for study.

The policy and procedure are in accordance with the Higher Education Standards Framework, 2021 (HES) and the National Code of Practice for Providers of Education and Training to Overseas Students, 2018 (National Code).

### SCOPE

This procedure applies to the English language proficiency assessment for all students undertaking courses developed by CGSI, irrespective of whether they are domestic or international students.

### DEFINITIONS

**English language** means the ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their course of study.

**Proficiency** means a high degree of skill.

### RESPONSIBILITIES

The **Executive Dean** or equivalent is responsible for the implementation of this procedure.

### PROCEDURE

- Prior to admission records are assessed to ensure students have the minimum English Language Proficiency standard, as documented in the policy, by:
  - a. Verifying records;
  - b. Certifying they are correct; and
  - c. Conducting random checks if doubt remains as to proficiency.
- Once students are enrolled, the following strategies will be used to support all students with English as an additional language or dialect:
  - a. Teaching staff are required to continually monitor students and provide timely feedback on English language proficiency skills.
  - b. If tutors, mentors, and/or other members of the academic team have concerns about an individual student's English language proficiency, they should make contact in the first instance with the Student Support Officer, who will follow up with the student and report the outcomes to the Course Director.

- c. The subject learning outcomes embed communication skills (verbal and written) to continuously assess students.
- d. The first formative assignment will be used to ensure students meet the required English skill level. If there are issues relating to their level of written English they will be referred to the Student Support Officer. Support will be provided in either group or one-to-one sessions.
- e. Enrolled students are able to seek support from the Student Support Officer with additional language support being provided on a needs basis. Contact details are provided in the subject outline and / or the Student Handbook.

### RELATED

English Language Proficiency Assessment Policy  
 Quality Assurance Framework  
 Quality Assurance Procedure  
 Risk Management  
 Student Welfare and Support Policy  
 Student Welfare and Support Procedure

### Version Control

<b>Document:</b>	English Language Proficiency Assessment Procedure	
<b>Approved by:</b>	Academic Board & Governing Board	<b>Date: May 2023</b>
<b>Version: V5.0</b>	<b>Replaces Version: V4.1</b>	<b>Next Review: May 2026</b>
V4.1	Updates to strategies to support all students with English as an additional language or dialect	
V4.0	CRICOS minor adjustments 24/06/2021	
V3.1	Further refinements	