
ENGLISH LANGUAGE PROFICIENCY ASSESSMENT POLICY

1.0 Purpose

This document sets out the CG Spectrum Institute (CGSI) measures used for assessing English language proficiency in relation to student admission.

The Policy is 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).

2.0 Scope

This policy applies to all students seeking admission to CGSI, irrespective of whether they are domestic or international students.

3.0 Definitions

English Language Proficiency means that 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.

4.0 Responsibilities

The **CEO** is responsible for the implementation of this policy, and for taking reasonable steps to ensure:

- the implementation and compliance monitoring of this policy; and
- that any breaches of this policy are dealt with in a timely manner through CGSI's complaints policies and
- that there is no doubt about the students' level of English.

5.0 Principles

This Policy is informed by CGSI's commitment to complying with its obligations as contained in the Higher Education Standards Framework in particular 1.1.1, 1.1.3 and 1.3.2. Specifically, CGSI will seek to ensure:

- Students have the necessary academic and language proficiency to engage and succeed in their studies
- Students are aware of conditions of enrolment and requirements for studying their chosen course
- Students understand the nature of assessments
- That its graduates are able to communicate competently in the English language.

6.0 Policy

6.1 Postgraduate Level

Applicants for admission to all courses at the Institute are required to demonstrate and meet one of the following minimum English Language Proficiency standards:

Either:

- Successful completion of a full-time or part-time equivalent of tertiary education, or an Australian Qualification Framework (AQF) award at Level 7 or above, in which English was the medium of instruction and assessment, and the final year of study was undertaken during the five (5) years immediately prior to commencement of study with CGSI;

or:

- Achieving the minimum requirements in an approved English Language test (as per the table below) within two (2) years prior to the commencement of study.

Minimum requirements are as follows:

Test	Requirement
IELTS Academic (International English Language Testing System)	Overall Band Score 7.0 with a minimum sub-score of 6.5 in writing, reading, speaking and listening
TOEFL (Test of English as a Foreign Language) Internet Based Test (iBT)	87 minimum (with a writing score of 21 and reading 22, speaking 23 and listening 21 scores)
PTE Academic (Pearson Test of English Academic)	59- 65 (with 4 minimum component scores of 59)

6.2 Undergraduate Level

Applicants for admission to all courses at the Institute are required to demonstrate and meet one of the following minimum English Language Proficiency standards:

Either:

- Successful completion of secondary education, or an Australian Qualification Framework (AQF) award at Level 4 or above, in which English was the medium of instruction and assessment, and the final year of study was undertaken during the five (5) years immediately prior to commencement of study with CGSI;

or:

- Achieving the minimum requirements of an approved English Language test (as per the table below) within two (2) years prior to the commencement of study.

Minimum requirements are as follows:

Test	Requirement
IELTS Academic (International English Language Testing System)	Overall Band Score 6.0 with a minimum sub-score of 5.5 in writing, reading, speaking and listening.
TOEFL (Test of English as a Foreign Language) Internet Based Test (iBT)	75 or better overall and no score less than 17
PTE Academic (Pearson Test of English Academic)	Overall score of 54 with no sub-score less than 46

Applicants to any of the CGSI courses must provide documentary evidence that they meet English Language Proficiency requirements.

In extraordinary circumstances, alternative evidence of English Language proficiency may be considered on a case-by-case basis provided there is considerable and demonstrable evidence of ongoing use, familiarity, and proficiency with the approval being made by the Academic Board.

7.0 Related

7.1 Policies and Procedures

- Quality Assurance Framework
- Quality Assurance Procedure
- Grievance Complaints and Appeals Policy
- Grievance Complaints and Appeals Procedure

7.2 Related Legislation

- Higher Education Standards Framework (2021)
- National Code of Practice for Providers of Education and Training to Overseas Students, 2018

Version Control

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4.1	Removed obsolete English Language tests and updated to align with 2021 TOEFL changes. Updated CGSI entry requirements to cater for new undergraduate degrees		
4.0	CRICOS minor adjustments 24/06/2021		
3.1	Further refinements		