

Version	3.0
Last Amended	16 January 2017
Approved By	CEO
Date Approved	16 January 2017
Reference	Assessing Student's Qualifications, Experience and English Proficiency Policy and Procedures v3.0

Assessing Student's Qualifications, Experience and English Proficiency Policy and Procedures

1 Purpose:

Windsor will assess all students' enrolment applications to ensure that they meet the enrolment requirements of the course to ensure their ability to complete the qualification. Windsor will determine the amount of training they provide to each learner with regard to their existing skills, knowledge and the experience.

2 Scope

This policy applies to:

- Prospective and current students enrolled at Windsor
- Windsor Marketing, Admissions, Academic, Student Services and Administrative staff.

All staff are made aware of the requirements of this policy through staff induction, regular meetings, staff updates and continuous improvement practices. Students are made aware of this policy through Student Prospectus, the College's Website, Student Handbook, and during the enrolment and

3 Procedure

- All enrolment applications received will be assessed by Windsor's Enrolment Officer against the entry requirements for the applied course of study
- Only a completed application form, accompanied with all the required documents will be processed. All International students are required to submit the following with their application form:
 - An authorised copy of their visa (if applicable)
 - Evidence of English proficiency
 - Personal details page of the passport
 - Proof of age
 - Other supporting information such as previously attained qualifications, current OSHC (Overseas Student Health Cover)

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(If required OSHC can also be arranged by Windsor for students. Any amount towards OSHC is separately payable by the student.)

- Copy of release letter where applicable
- An International student’s English proficiency is required to be evidenced by a recognised English Language testing score (IELTS) or other test results as outlined in the English language requirements
- A copy of the enrolment form and all the supporting documents will be kept on student file.
- If an application meets the entry requirements, then an Offer of Enrolment along with the “Enrolment Acceptance Agreement” is issued to the applicant.

English language requirements for Certificate and Diploma Courses

- IELTS overall band of 5.5 or equivalent internationally recognised exam result in line with DIBP regulations;
- TOEFL iBT test score band of 46 equivalent or above;
- PTE Academic band score 42 equivalent or above;
- Cambridge English Advanced (CAE) test score band of 47 equivalent or above;
- OET score band Pass equivalent or above;
- Successful completion of Senior Secondary certificate of education in Australia conducted in medium of English;
- Completion of a full time studies in Australia towards a Certificate III or above;
- English as the first language; **OR**
- Any other form of test which satisfies the Institution.

Pre-Training Review

For each Eligible Individual, Windsor will conduct a Pre-Training Review of current competencies including literacy and numeracy skills prior to commencement in training. The Pre-Training Review is designed to:

- identify any competencies previously acquired (Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) or Credit Transfer);
- identify LLN levels are either sufficient for the qualification level, or support will need to be provided
- ascertain the most appropriate qualification for that student to enrol in, including consideration of the likely job outcomes from the development of new competencies and skills; and
- ascertain that the proposed learning strategies and materials are appropriate for that individual.

LLN Test will be assessed by an assessor with the following criteria:

1. A qualified TESOL teacher who holds a postgraduate qualification that includes a supervised teaching practicum which involves at least 60 hours of class observation and classroom teaching or 22 days of supervision* in Teaching English as a Second Language (TESL) / TESOL or a 4 year Bachelor of Education qualification with a TESL / TESOL method**.

*Common examples include: 2 hours teaching and observation over 15 days; 22 day practicum

**Appropriate qualifications include:

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- Bachelor of Education, Master of Education or Master of Teaching with TESL/TESOL as a method
- Diploma of Education with TESL/TESOL as a method
- TESL/TESOL within Graduate Certificate in Education
- Graduate Certificate in TESL/TESOL
- Graduate Diploma in TESL/TESOL
- Masters degrees which include a TESOL specialisation such as Masters of Arts (TESL/TESOL), Masters of Teaching, Masters of Applied Linguistics or MTESOL

2. Appropriate EAL/ TESOL teaching experience or are formally mentored by a senior staff member with this experience.
3. TAE40110 Certificate IV in Training and Assessment or its successor.

Demonstrated professional development in maintaining an up to date knowledge of significant development in TESOL theory and practice as well as VET knowledge and skills as well as maintaining industry currency and trainer/ assessor competence.

4 Related Standard

This policy and procedure supports 'Standard 2.2' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' and 'Standard 1.2' of the 'Standards for Registered Training Organisations (RTOs) 2015'.

5 Related Documents/Forms

1. International Student Application Form
2. LLN assessment

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