

## English Language Proficiency Policy

<b>Purpose</b>	<b>Outlines AITC's requirements for students' English language proficiency requirements.</b>
<b>Location</b>	<b>The policy is maintained on owncloud</b>
<b>Responsible executive</b>	<b>Academic Dean</b>
<b>Responsible office</b>	<b>Academic Dean's Office</b>
<b>Contact officer</b>	<b>TBA</b>
<b>Effective date</b>	<b>29 June 2020</b>
<b>Review date</b>	<b>TBA</b>
<b>Modification history</b>	<b>Version 1.0</b>
<b>Related documents</b>	<b>AITC Student Admissions Policy AITC Student Deferral, Suspension and Cancellation Policy AITC Overseas Student Transfer Policy and Procedure AITC English, Computing and Mathematics Support</b>
<b>Authority</b>	<b>Approved by Academic Board</b>

### 1. Purpose

This policy sets out the requirements for, and expectations of, students' English language proficiency at admission and during their courses of study.

### 2. Scope

The policy applies to all students undertaking courses in which English is the language of instruction and assessment.

### 3. Definitions

English language proficiency means the ability of students to use the English language to make and communicate meaning appropriately in spoken and written forms in the context of their studies.

### 4. Principles

- 4.1 The students at AITC should have the necessary knowledge and skills to successfully engage with their studies and, as graduates, successfully participate in their professional work environments. Admissions policies, requirements and procedures are documented, are applied fairly and consistently, and are designed to ensure that admitted students have the academic preparation and proficiency in English needed to participate in their intended study, and no known limitations that would be expected to impede their progression and completion.
- 4.2 AITC recognises that the development of English language proficiency is integral to the development of discipline-based knowledge and that language use varies according to context, audience and purpose.
- 4.3 Each unit has unit-specific graduate attributes which reflect the mission of the Institute and the related professions and disciplines. In order to meet the requirements of the graduate attributes, all students need to acquire specific academic language skills during their studies and the acquisition of these skills is part of improving English language proficiency.

- 4.4 English language entry standards. The medium of instruction is English. All students are required to demonstrate a minimum level of proficiency in English language to qualify for admission.

For entry into the Postgraduate degrees, an IELTS (Academic) test with a minimum score of 6.5 is required with no sub band scores less than 6.0 (or equivalent in other recognised tests).

When an IELTS score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.

- 4.5 Promptly identify students who require English Language support.

Scrutiny of students will be maintained by lecturers and student services staff. Students who fail to attend class regularly and/or who fail to submit one or more assessments should be contacted by the Academic Dean, and, where appropriate, consulted regarding their English Language support needs.

- 4.6 Development of students' English language proficiency.

AITC will ensure the provision of a program of support for the development of students' English language proficiency throughout the course of study, English language workshops and resources include such topics as essay writing, report writing etc.

- 4.7 Information for students on the development of their English language proficiency.

Prospective and current students of AITC are to be informed that they are responsible for taking action to continue to develop their English language proficiency during their studies and be encouraged to take advantage of the support provided by the Institute. Where appropriate, students and prospective students must be made aware that English language development strategies are integrated with coursework and that they will be assessed on their English language proficiency as an integral part of their course.