

## AITC English Language Proficiency Policy

Purpose	Outlines AITC’s requirements for students’ English language proficiency requirements.
Location	The policy is maintained on ownCloud
Responsible executive	Academic Dean
Responsible office	Academic Dean’s Office
Contact officer	TBA
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Related documents	AITC Student Admissions Policy AITC Student Deferral, Suspension and Cancellation Policy AITC Overseas Student Transfer Policy and Procedure AITC English, Computing and Mathematics Support
Authority	Approved by Academic Board

### 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

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.

### 5. Policy statement

#### 5.1 English language entry standard.

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.

5.2 Promptly identify students who require English Language support.

Identification and ongoing monitoring of students by lecturers and student service staff operates throughout the life cycle of the student from enrolment through to graduation.

AITC staff will contact students where appropriate regarding their English Language support, including any early intervention strategies.

5.3 Maintenance and discipline-based development of students' English language proficiency.

AITC will ensure the provision of a program of support to maintain and further develop students' English language proficiency throughout the course of study. The program of support is to be through a scaffolded approach detailed in each unit outline and published in the Students Handbook.

Additionally, other support activities provided by AITC may include English language workshops and resources on topics such as discipline-based communication strategies as well as on essay writing, report writing.

5.4 Student's responsibility for their ongoing development of English language proficiency.

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.

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 other language development opportunities within the Australian community beyond the institute.