KINCOPPAL – ROSE BAY
SCHOOL OF THE SACRED HEART

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CRICOS Provider Code 02268M ABN 47 003 942 603

3.5 OVERSEAS STUDENTS ASSESSMENT OF ENGLISH LANGUAGE PROFICIENCY AND EDUCATIONAL QUALIFICATIONS POLICY AND PROCEDURES

Document Management

NESA Requirement	Not Applicable
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Approved by	School Principal
Related documents	All Overseas Students Policies and Procedures – see '4. Compliance' within the School's 3.0 Overseas Students Policy and Procedures Framework and Governance Procedures
Related legislation	NSW legislation: *Education Act 1990* ('the Education Act') Commonwealth legislative framework: *Education Services for Overseas Students Act 2000 (Cth)* ('the ESOS Act') *Education Services for Overseas Students Regulations 2019* ('the ESOS Regulations') *National Code of Practice for Providers of Education and Training to Overseas Students 2018* ('the National Code') *Education Services for Overseas Students (TPS Levies) Act 2012*

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1. Background

Kincoppal-Rose Bay School of the Sacred Heart ('the School') is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The School's CRICOS Provider Code is 02268M. As a CRICOS provider, the School is registered to deliver Primary (Kindergarten-Year 6), Junior Secondary (Years 7-10) and Senior Secondary (Years 11 and 12) courses to overseas students. Any references in this document to the 'registered provider', 'provider' or 'school provider' means the School or the School as a CRICOS provider, or vice versa.

The School Principal is the Principal Education Officer (PEO) under the legislation. Any references in this document to the PEO or the School Principal mean the School Principal.

When recruiting overseas students, registered providers must ensure that overseas students are appropriately qualified for the course they are seeking to enrol in. Overseas students must have sufficient information to enable them to make informed decisions about studying with their chosen registered provider. These requirements are outlined in National Code of Practice for Providers of Education and Training to Overseas Students 2018 ('National Code') Standard 2.

School providers are required to assess a prospective overseas student's English language proficiency and educational qualifications prior to enrolling the student. This is so the school provider can determine if the prospective overseas student's language abilities are sufficient for them to successfully complete a course.

The assessment of English language proficiency must occur before an offer of enrolment is made.

If the school provider's assessment identifies that the student's English language proficiency is not adequate,
the school provider has two options:

- refuse the enrolment, or
- make a conditional offer of enrolment – that the overseas student must demonstrate the required level of English language proficiency prior to the commencement of the course. This provides time for the overseas student to improve their level of English, by undertaking an intensive course or through other means.

2. Purpose

The purpose of this policy and procedures is to document the School's processes for ensuring that prospective overseas students have the appropriate educational qualifications and a sufficient level of English language proficiency to succeed in the courses they apply for. This document outlines the standards and procedures for assessing the English language proficiency

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and educational qualifications of prospective overseas students, ensuring that they meet the necessary requirements for enrolment at the School.

3. Policy

3.1 The School recruits overseas students responsibly from a range of countries. Staff will ensure that prospective overseas students have appropriate educational qualifications/experience and a level of English language proficiency that will allow them to be successful in the course they apply to enrol in.

3.2 The School will make a range of current, comprehensive and plain English information available and easily accessible to assist students in making informed decisions, including on course details, tuition and non-tuition fees. See the School's *3.4 Overseas Students Marketing Information and Practices Policy and Procedures*.

3.3 The School will ensure overseas students have sufficient English language proficiency, educational qualifications and/or work experience to enrol in the course. See the School's *3.6 Overseas Students Enrolment Policy and Procedures*.

3.4 The assessment of English language proficiency will occur before an offer of enrolment is made.

3.5 The minimum levels of English language proficiency required for enrolment as an overseas student at the School are outlined below:

3.5.1 Primary - for enrolment in Years 4 to 6 English language proficiency will be assessed through current school reports, Australian Education Assessment Services (AEAS) testing or similar and an interview. The minimum English language proficiency level required for enrolment in Years 4 to 6 is AEAS 36 +.

3.5.2 Junior Secondary – for enrolment in Years 7-10 English language proficiency will be assessed through AEAS. The minimum English language proficiency level required for enrolment in Years 7-10 is AEAS 61 (for Years 7-9) and AEAS 70+ for Year 10 and completion of the recommended English tuition, current school reports and an interview with the Overseas Student Coordinator.

3.5.3 Senior Secondary - for enrolment in Years 11 and 12 English language proficiency will be assessed through an AEAS test or International English Language Testing System (IELTS) test, current school reports and an interview with our Overseas Student Coordinator. The minimum English language proficiency level required for enrolment in Year 11 is a minimum of 80 on the AEAS test or similar result on IELTS.

3.6 The School does not access Recognition of Prior Learning (RPL) or grant course credit based on prior learning. We are committed to maintaining the integrity of our awards and ensuring compliance with the curriculum and awards from the New South Wales Education Standards Authority (NESA).

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4. Procedures

4.1 Application for enrolment

4.1.1 An application for enrolment at the School will be considered for the Year of schooling that is appropriate for the age and previous education of the prospective overseas student.

4.1.2 Prospective overseas students must submit the following with an application for enrolment through Enrol HQ on the school website and include:

- 4.1.2.1 certified copies of the passports for both the student and parent/legal guardian
- 4.1.2.2 copy of VISA if applicable
- 4.1.2.3 Copy of birth certificate (translated)
- 4.1.2.4 Current school report and any other recent certificates of achievement (translated)
- 4.1.2.5 Note - An agent may assist in filling out the online application and there is a section to include the name of the agent.

4.1.3 The School may request further documentation to make a determination about a student's English language proficiency.

4.1.4 If a formal English language proficiency test is requested for enrolment, the test results must be submitted to the Head of Admissions in the timeframe requested.

4.1.5 An application for enrolment in Years K-11 at the School may be made without an English language proficiency test and the School may decide to make a conditional offer of enrolment. If this occurs, an English language proficiency test certificate must be provided no later than 6 months prior to the course commencement date. The School reserves the right to cancel the conditional offer of enrolment if the test certificate is not provided within the required timeframe.

4.2 Assessment process

4.2.1 The School will assess English language proficiency for Years 4-11 using:

- 4.2.1.1 AEAS Testing (preferred)
- 4.2.1.2 A screening interview with the Head of Languages and EAL/D (Year 5-11) or Head of Junior School (K-4) to assess verbal communication skills.

4.2.2 For an application for enrolment in Years K to 4 (where an external English test may not be available), English language proficiency will be assessed by The Head of Junior School through an interview, and review of academic transcripts/school reports/test.

4.2.3 The Admissions Team will assess a student's English language proficiency using formal test scores/interview(s) and/or requested documentation.

4.2.4 The PEO will make the final decision on whether the student meets the School's English language proficiency and educational qualification requirements.

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4.2.5 If a student's English language proficiency is not sufficient to be successful in a course, the School will either:

4.2.5.1 refuse the enrolment or

4.2.5.2 state that the applicant must do another test and demonstrate the required level prior to the commencement of the course.

4.3 Decision making and communication

4.3.1 The PEO will communicate the results of the assessment.

4.3.2 The student and parent/legal guardian will be notified in writing by the PEO if the enrolment is accepted, refused or if a conditional offer is made.

4.4 Compliance and Record Keeping

4.4.1 If the school provider makes an offer of enrolment and it is accepted, the English language test details and outcome of the assessment must be entered in the Provider Registration and International Student Management System (PRISMS) as one record of this assessment.

4.4.2 The Head of Admissions will maintain all records relating to the assessment of English language proficiency in the overseas student's file, including test results, interview notes, academic records and the outcome of the assessment.