

English Language Proficiency Development Policy (CC)

Colleges of Business and Technology (WA) Pty Ltd
 Trading as Curtin College, a member of Navitas Pty Limited
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Document

Document Name	English Language Proficiency Development Policy (CC)
Brief Description	The purpose of this document is to enable staff and student to understand and use effectively, the English language support structures available at Curtin College.
Responsibility	College Director & Principal CC & Principal CC
Initial Issue Date	09/2013

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
31/03/2021	2.0	Review and update to align with National Code and ESOS Act	Manager Quality, Risk and Compliance

Related Documents

Name	Location
Admission and Student Selection Policy	Curtin College website; 'H' Drive at Curtin College and the Policy HUB
Progress and Intervention Policy	Curtin College website; 'H' Drive at Curtin College and the Policy HUB
Progress and Intervention Procedure	Curtin College website; 'H' Drive at Curtin College and the Policy HUB

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1 Purpose and Scope

1.1 Introduction

- a) The *English Language Proficiency Development Policy* (“**Policy**”) sets out Curtin College’s (the “**College**”) approach to ensuring that all students are provided with sufficient English language support and development opportunities to build on existing “English language proficiency” (as defined by the *Association for Academic Language and Learning* (AALL)).
- b) The College recognises the importance of English language proficiency in a student’s successful engagement in the College’s academic programs and a rewarding living experience in Perth; this document sets out how the College goes about the provision of language support to those students in need of additional support and encouragement.

1.2 Purpose

- a) The purpose of this Policy is to confirm that the College recognises that English language proficiency is about more than syntax (sentence structure) and grammatical correctness.
- b) It is designed to ensure that teachers and students are able to access a range of support structures and resources aimed at building proficiency.

1.3 Scope

- a) This policy has been developed in accordance with the:
 - i. *ELICOS Standards 2018*: [ELICOS Standards](#);
 - ii. *Higher Education Standards Framework* (Threshold Standards) 2015: [HESF 2015](#);
 - iii. *The National Code of Practice for Providers of Education and Training to Overseas Students 2018*: [National Code](#);
 - iv. *Education Services for Overseas Students Act 2000* (ESOS Act): [ESOS Act](#)
 - v. Principles as set out in the “*Good Practice Principles for English language proficiency for international students in Australian universities*” (The Department of Education, Employment and Workplace Relations (DEEWR) 2009); and,
 - vi. “*Guidance Note: ELICOS Direct Entry*” (TEQSA 2019 V2.0): [Guidance Note: ELICOS Direct Entry](#)
- b) It therefore sets out how the College complies with relevant legal standards and regulations regarding the provision of English language support to students, both domestic and international.
- c) This policy applies to all students and staff involved in learning and teaching.

2 Policy Statement

2.1 The Statement

- a) The College recognises the importance of English language proficiency in the learning and teaching process and the academic achievement of the students enrolled at the College.

- b) The College appreciates that students expect an experience that not only enables academic success but facilitates greater fluency in discipline specific contexts as well as day-to-day life at the College and ultimately Curtin University.

2.2 The Principles

- a) Curtin College approaches the provision of English language support as a college-wide initiative with supporting policies and procedures, appropriate resourcing, transparent admission and enrolment practices, a focus on student engagement through support structures and 'buddy' systems and, importantly a college-wide quality assurance process.
- b) The following principles form the basis of the College's initiatives in the enhancement of language proficiency and support services:
 - i. Language support will be provided to those students in need of such support, at no additional cost to the student.
 - ii. International students will receive ongoing support as part of enabling them to adapt to life at the College and in a variety of academic, sociocultural and linguistic environments.
 - iii. Student's language development needs will be diagnosed and addressed early in their enrolment at the College and students will be enabled to utilise resources:
 - ✓ on an as needed basis as determined by the College; or
 - ✓ as the result of self-assessment; or
 - ✓ following feedback from individual assessment items/lecturers.
 - iv. The College will communicate regularly, widely and in plain English, with every new student regarding the English language entry requirements for their respective course through the College's Course Guide, website and policies.
 - v. The Admissions process will ensure that appropriate measures are taken to ensure that all students, domestic and international, have the level of English language proficiency required to succeed in their chosen course of study.
 - vi. Learning support services, including those specific to English language proficiency, will be adjusted as required by different students and different cohorts/groups of students.
 - vii. The College will, when it is in the best interests of the student, make the undertaking of language support activities compulsory and all such support services will be provided in a timely manner and they will be easily accessible to all students in need of language support services.
 - viii. Students will be informed of their obligations, rights and responsibilities to continue building English language proficiency through the resources and support made available by the College.
 - ix. The College will ensure that it provides sufficient resourcing for students, domestic and international, to continue building their language proficiency during their course of study at the College.
 - x. The College will communicate regularly, widely and in plain English with students to ensure they are aware of the language support services available to them.
 - xi. The College will make every endeavour to ensure that the provision of English language proficiency activities is integrated with curriculum design, assessment practices and course delivery.

- xii. The College's language support services will be subject to the College's continuous improvement process as part of ensuring that resourcing and support continues to be focused on good practice.

3 Responsibilities

Each of the positions involved in implementing and achieving policy objectives and carrying out procedures are clearly described below.

Responsibility	CDP	AD	PMs	UCs	Lec	Student Counsellor	SAS	MQRC	All	Admissions team	Marketing team
Ensure Program Managers and Partner Providers are aware of and understand the requirements of this Policy.	I	A and R	C	S	I	S				S	
Ensure this Policy and related Procedures are communicated to all staff via email and ongoing staff information sessions.	I	A	R	S	S	S		C		S	
Providing a briefing on this Policy and associated Procedures to new staff during induction process.	I	A	S	S	S	S	S	R			
Determine which students need to be included in language proficiency support sessions.	I	A	R	R	S	S	S	C			
Develop and maintain a register of those students engaged in the ELP programme.	I	A	R	S	S	S	S	C			
Monitor students engaged in the ELP programme	I	A	R	R	S	S	S	C			
Communicate with students regarding ELP services available to them.	I	A							R		S
Maintain this Policy and associated Procedures	I	A	C	S	S	C	C	R	R		
Support ongoing communications to all students about the ELP.	I	A							R		S
Determine students' proficiency at application	I	A				C	S	C		R	
Conduct early assessment of student language proficiency	I	A	S	S	R	C	S	S		S	
Admissions requirements transparent in marketing collateral	I	S	S	S	S	S	S	S		S	A and R

R = Responsible, A = Accountable, S = Supporting, C = Consulting, I = Informed.

4 Compliance

4.1 General

- a) Staff will be kept informed of the contents of the Policy and Procedure through induction processes; staff policy workshops; and policy updates in general staff meetings.

4.2 Breaches

- a) Breaches of policy compliance may result in disciplinary action being taken against the offender.
- b) Staff involved in breaches of this policy and the intent of the policy may be required to undertake specific training in the area of supporting students in need of language proficiency support.

4.3 Relevant Legislation

- a) Curtin College delivers its diploma courses on its primary campus in Perth and also delivers two diploma courses through the Curtin Singapore campus. The College therefore has the responsibility to maintain compliance with the laws within Australia and Singapore.
- b) The relevant legislation in Australia is noted in Section 1.3 a) above.
- c) The students studying in Singapore are required to meet the prerequisites as set out in the Curtin Singapore website ([Curtin Singapore](#)).
- d) The Curtin Singapore campus is required to comply with the quality assurance requirements stipulated by the *Committee for Private Education (CPE)* and *EduTrust's* voluntary certification scheme.
- e) All College staff and contacts are responsible for aiding the College in identifying relevant legislation and for complying with all relevant legislation.

5 Definitions

- a) Unless the contrary intention is expressed in this Policy, the following words (when used in this policy) have the meaning set out below:

Term	Meaning
Academic Director (AD)	Means the officer in charge of the academic activities inclusive of all learning and teaching undertakings at the College.
Business Unit Manager	Means the College Director and Principal of the College.
Company	Means Navitas Pty Limited ACN 109 613 309 having its registered office at Level 8, Brookfield Place, Perth, 6000.
ELP Programme	Means the English language proficiency programme managed and available at the College.
English language proficiency	Means the ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their university studies. Such uses may range from a simple task such as discussing work with fellow students, to complex tasks such as writing an academic paper or delivering a speech to a professional audience.
Website	Means the College's website where information is available to students, employees and other interested persons or organisations.

6 Review

- a) This Policy is tested and reviewed annually by the Academic Director in line with the IT Security readiness schedule and any changes to the regulatory compliance requirements, legislation, regulation and guidelines.
- b) This review process aims to ensure alignment to appropriate strategic direction and continued relevance to the College's current and planned operations.

7 Records Management

- a) All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Curtin College website; Curtin College's 'H' Drive; and The Policy HUB	Permanent until reviewed and updated and then it will be archived.	Archived in the Policy HUB archive system