

## **HIIE ASSESSING ENGLISH PROFICIENCY POLICY (FOR INTERNATIONAL STUDENTS ONLY)**

### **Purpose**

The purpose of this procedure is to define the system used to assess international students' English language proficiency as required by the National Code Standard 2.2 and ELCIOS National Standards P3.1 a) and b).

### **Responsibility**

The Registrar is responsible for the implementation of this policy/procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

### **Requirements**

- All international students must meet the minimum English entry requirements of the course they are applying for. The details are listed on Hills International Institute of Education (HIIE's) courses webpages.
- The IELTS provided must have been taken no more than three years before the time of application.
- Students who have not taken the IELTS test can choose to take HIIE's internal literacy test relevant to that course (this complexity of the test is equivalent to the IELTS tests). Students may contact HIIE for details

### **Method**

- All enquiring students will be informed of where to access courses information and relevant policies and procedures.
- Applicants must complete the application form, signed and dated where required and accompanied by verified evidence of qualifications, work experience (if relevant) and IELTS results or proof of an accepted equivalent.
- Student's application will be assessed according to the admissions procedures stated on HIIE's website.
- If the applicant has not met the outstanding conditions on the offer by the time of payment they will be carried across to the CoE and notes must be made in the comments section in the CoE and on Power Pro. ELICOS students only
- HIIE will map ELICOS student's English proficiency documentation (including IELTS transcripts, HIIE's internal entry tests or any other equivalent documentation) to the entry requirements of each English course to ensure that students are placed in a class appropriate to their current language proficiency level, learning goals and learning needs and consistent with their written agreement.
- HIIE's ELICOS trainers are required to assess student's needs and goals through a needs analysis survey in the beginning of the course and continuously evaluate student's learning needs throughout the course via English assessments, informal

# Hills International Institute of Education

105-111 Johanna St, Jimboomba Qld 4280 +61 (7) 55479666

[enquiries@hiie.edu.au](mailto:enquiries@hiie.edu.au)

[www.hiie.edu.au](http://www.hiie.edu.au)



group and one on-one consultations. The survey, assessments and consultations allow HIIE to identify students' learning needs at early stages of learning so that arrangements such as amendments in lesson plans, teaching methodologies, intervention strategies, extra tutoring support etc. are put in place to address these needs.

## Definitions

Accepted equivalent refers to:

- An internal literacy test provided by HIIE.
- Proof of successful completion of Secondary School (e.g. year 11 or 12 depending on the course) or a qualification at Cert IV level or higher in Australia within two years of the application.
- Evidence that the student has studied for at least 2 years in the English medium in any one of the following countries: Australia, New Zealand; the United Kingdom; Canada; the USA; South Africa; the Republic of Ireland. 6. References National Code of Practice 2018

Record	Description	Location	Retention
IELTS result	Document indicating a student's level of ability to communication across all four language skills. Speaking, Listening, Writing and Reading.	Student file uploaded onto Power Pro under "documents" and in hard disk	Length of participation plus 7 years
Certificate of graduation	Document proving successful completion of a course at the accepted level	Student file uploaded onto Power Pro under "documents" and in hard disk	Length of participation plus 7 years
Academic transcripts	Records indicating the student has met the minimum requirement of 5 years study in the English medium in any of the recognised countries	Student file uploaded onto Power Pro under "documents" and in hard disk	Length of participation plus 7 years