

English Language Proficiency Requirements for International Students Entering Vocational Courses		
<b>Audience</b>	<b>Internal</b> ☒	<b>External</b> ☒
<b>QMS Link</b>	QMS Section: <i>Training System</i>	
<b>Endorsed By</b>	CSE Management Team	
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## 1. INTRODUCTION

### 1.1 Purpose

Children's Services Education (CSE) has a documented policy and procedure to ensure International students entering VET courses with CSE have the relevant prerequisite qualifications and the appropriate English language proficiency in order to communicate with teachers and fellow students, and to successfully undertake and complete their course.

## 2. SCOPE

This policy and procedure applies to:

- international students enrolling in CSE VET courses
- CSE Agents responsible for student recruitment
- CSE Marketing, Admissions, Student Services and Education staff.

## 3. LEGISLATIVE CONTEXT

This policy satisfies the requirements of Standards 1.2.3, 2.2, 3.3.2 of The National Code 2018.

## 4. DEFINITIONS

**CSE** Childrens Services Education Pty Ltd, trading as Children's Services Education.

**Ability Education Pty Ltd**, Trading as ABILITY English

**Vocational Education and Training (VET)** Tertiary education and training which provides accredited training in job related and technical skills. CSE is an accredited VET provider.

**English Language Intensive Courses for Overseas Students (ELICOS)** Programs designed for students who require English language training before commencing formal studies in Australia.

**International students** Overseas students holding a student visa issued by the Australian Government Department of Home Affairs (DHA).

**Registered Training Organisation (RTO)** Those training providers registered by ASQA (or, in some cases, a state regulator) to deliver nationally accredited training/English Language Intensive Courses for Overseas Students (ELICOS).

**English Language Partner Colleges** Third party RTOs/ CRICOS Providers with a formal agreement of entry for CSE graduates into their own programs.

**Packaged Programs** Students may package their studies to combine a preliminary course with their **main** course of study.

**The Australian Qualifications Framework (AQF)** The national policy for regulated qualifications in Australian education and training.

**International English Language Testing System (IELTS):** Tests English proficiency across the globe.

**English for Special Purposes (ESP) Test** Test to determine the English level of the applicant and to recommend the length of ELICOS required to be undertaken prior to commencing a VET or pathway course.

## 5. POLICY STATEMENT

CSE will implement this policy to ensure that students' qualifications, experience and English language proficiency meet the required level for the course for which enrolment is sought. Students enrolling in VET qualifications with CSE will be assessed in accordance with the procedures outlined in this document.

## 6. PROCEDURES

### 6.1 Approvals

Applications will be approved by Admissions based on the English language proficiency evidence submitted as part of the application process.

The required IELTS (or equivalent) proficiency level must be demonstrated in accordance with the course entry requirements specified by CSE, subject to exemptions or special circumstances outlined in this policy. All IELTS results submitted will be verified on the IELTS Test Report Form (TRF) Verification Service online - <https://ielts.uctes.org.uk/ielts-trf/index.jsp>

Applicants unable to demonstrate the required level of English language proficiency through an IELTS or equivalent recognised test result, will be requested to either undertake an English for Special Purposes (ESP) Test, which will be administered and marked by CSE (or externally, using a third party such as Ability English) at no additional cost, to determine their English level for a direct entry into their VET or pathway course, or requested to complete a required length of ELICOS to be undertaken prior to commencing their VET or pathway course.

CSE reserves the right to request any applicant or existing student to undertake an ESP test or other formal written or oral interview where there is any doubt as to the authenticity of the documented evidence provided of a recognised English proficiency test as part of the application, or doubt as to the student's adequate English language proficiency.

### 6.2 IELTS and Approved English Language Tests

To ensure all students have sufficient English language proficiency to meet satisfactory course participation and achieve successful outcomes, all courses have a minimum IELTS level specified for admission into a course/qualification. All English language test evidence submitted should be current within 24 months from the date of the application. IELTS test results submitted will be verified on the IELTS Test Report Form (TRF) Verification Service online – <https://ielts.uctes.org.uk/ielts-trf/index.jsp>

CSE requires IELTS overall 5.5 or equivalent for all Certificate level courses, and IELTS score 6.0 or equivalent for direct entry to Diploma and Advanced Diploma courses.

## Recognised IELTS Equivalent English Tests

IELTS 5.5 Equivalent	IELTS 6.0 Equivalent
# TOEFL Paper Based Test 527	# TOEFL Paper Based Test 550
TOEFL Revised Paper Based Test (## See individual skill score below.) – Reading: 8-12*; Listening: 7-11*; Speaking: 16-17*; Writing: 18-20*	## TOEFL Revised Paper Based Test (## See individual skill score below.) – Reading: 13-18*; Listening: 12-19*; Speaking: 18-19*; Writing: 21-23*
TOEFL (iBT) 46-59*	TOEFL (iBT) 60-78*
Pearson PTE 42**	Pearson PTE 50**
Cambridge English – B2 First and C1 Advanced - 162***	Cambridge English – B2 First and C1 Advanced - 169***

# The original TOEFL Paper Based Test was discontinued as of July 2017. (Source: <https://www.ets.org/toefl/rpdt/about>)

## The TOEFL Revised Paper Based Test is available to the 2% of students who do not have internet access and consequently cannot do the TOEFL iBT. It has been available since July 2017 when the previous version was discontinued. Each section of the revised TOEFL Paper-delivered Test has a score range of 0–30. No total score is reported. (Source: <https://www.ets.org/toefl/rpdt/scores/understand>; <https://www.ets.org/toefl/institutions/scores/compare/>)

\* Indicates score comparison ranges with the highest degree of confidence. The data is based on the analysis of 1,153 individuals who took both the TOEFL test and the IELTS academic module. (Source: <https://www.ets.org/toefl/institutions/scores/compare/>).

\*\* Source: <https://pearsonpte.com/organizations/researchers/score-comparison-vs-competitors>

\*\*\* Source: <https://www.cambridgeenglish.org/images/461626-cambridge-english-qualifications-comparing-scores-to-ielts.pdf>

### 6.3 Conditional Letter of Offer

A Conditional Letter of Offer may be issued when:

- an applicant is still completing an ELICOS that they are currently undertaking
- formal documentation/confirmation of English language Proficiency is not yet available
- the applicant has an adequate IELTS level or equivalent for a certificate course, but will be required to demonstrate a higher IELTS or equivalent level prior to commencing in a VET course.

Applicants will receive a Conditional Letter of Offer indicating that they will be required to undertake ELICOS studies from an approved English Language College Partner prior to their course commencing or undertake whatever requirement is imposed by the Conditional Letter.

#### **6.4 Waiver of formal IELTS or Equivalent**

CSE may approve an enrolment with a waiver of the required English language proficiency requirements for enrolment under special circumstances, and the reasons for the waiver must be clearly documented and placed on the student's file.

#### **Applicants with prior Australian Vocational or Tertiary Qualifications:**

Where an applicant can provide certified documentation of having completed full-time study equivalent to at least one year in an Australian qualification at an equivalent or higher AQF or tertiary level to the course being applied for, issued by an Australian RTO; recognised English Language College Partners of CSE (see the list on the CSE web site <https://cseeducation.edu.au/>) and completed within 12 months from the date of the application, and where the sole language of instruction and assessment was in English, the applicant will be accepted into CSE without having to prove their English language proficiency.

#### **Mature-age applicants demonstrating extensive vocational experience:**

A mature-age applicant with documented evidence of extensive vocational experience in the same field as the qualification being applied for, and whose vocational experience indicates a broad use of the English language, may only need to participate in an informal oral interview to confirm their English language proficiency.

#### **Students already enrolled with CSE and moving to a higher-level qualification:**

A student who has completed a qualification and seeks enrolment in a higher-level qualification with CSE requiring a higher IELTS or equivalent, may be exempt from having to provide the higher IELTS or recognised formal evidence based on their performance in class as reported by their Trainer(s). All students choosing not to provide an IELTS score will undertake the ESP Test in the first 2-weeks of their new course. This test has been benchmarked to IELTS and provides a valid and reliable reflection of their English skills.

Based on their test score, students identified as in need of additional English support in order to successfully achieve the competencies required in the higher-level studies will be placed in a Two-tier support mechanism. Level 1 Support will be formally implemented for students considered most at risk of not being able to meet the new course requirements and Level 2 Support for students that still require assistance albeit of a less intensive nature.

Level 1 students will be placed on an Academic Intervention and required to attend a minimum of 2 hours additional English Assistance classes per week.

Level 2 students will be required to attend 1 hour of English Assistance classes each week. The English Assistance classes will focus on building receptive and productive English skills closely related to the requirements of the training package qualification they are undertaking and are delivered at no extra cost.

### 6.5 Citizenship Status and Prior Education in English

Regardless of CSE's requirements, international applicants should be aware that they must still satisfy the Department of Home Affairs English language requirements for visa applications. Details of the Department of Home Affairs requirements can be found at

<https://immi.homeaffairs.gov.au/help-support/meeting-our-requirements/english-language>

Citizens of the countries listed below are not required to provide evidence of English language proficiency for their Visa application where their previous secondary and/or tertiary study is known to have been conducted in English in the national education system (or equivalent) and/or at a recognised, local university in their home country. However, CSE does not automatically exempt applicants from these countries from providing English proficiency evidence prior to acceptance into a course or study or qualification.

These applicants are required by CSE providers to provide certified educational evidence at least to the equivalence of Australia's Year 11/Year 12 exams for course entry (based on a table of Overseas Qualifications for VCE Equivalence). Admissions staff will assess the evidence against the equivalence table, or will seek further information on equivalence from a reliable authority. Applicants in this group may also be required to undertake a general pre-enrolment language skills test and/or be interviewed either in person or over the phone.

- Australia
- Canada (excluding Quebec)
- Ireland
- New Zealand
- United Kingdom (including Northern Ireland)
- United States of America

### 6.6 English Language College Partner Pathways

CSE has established partner pathway arrangements with English language colleges and universities acknowledging successful completion of their courses as being equivalent to either IELTS 5.5 or 6.0.

The list of partner colleges and institutions is published on the CSE web site

[\(https://cseeducation.edu.au/\)](https://cseeducation.edu.au/)

Applications received in 2021 (due to COVID-19) with an English certificate issued by a provider not included in the partner agreement will be accepted. The certificate will be reviewed and assessed by Admissions.

### 6.7 Rescinding Offers

Where subsequent evidence is required to be provided under a Conditional Letter of Offer, CSE providers have the right to rescind the offer if the evidence requirements are not fulfilled.



## **7. RELATED POLICIES AND PROCEDURES**

CSE Admissions Policy and Procedure

## **8. IMPLEMENTATION**

CSE English Language Proficiency Requirements for International Students Entering Vocational Courses Policy and Procedure is made available on QMS.

## **9. RESPONSIBILITIES**

The Relevant Campus Coordinator will review this policy annually, or in case of legislative changes requiring amendments.

## **10. ATTACHMENTS**

ABILITY English ESP Test Answer Key  
ABILITY English ESP Test Answer Sheet with Writing Test  
ABILITY English Test Full  
ABILITY English Test Answer Key  
CSE Student Request Form

## **11. PROCESS MAP**

N/A

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