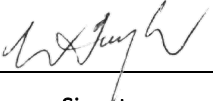


Policy Name	English Language Proficiency
Policy Number	G019_PO (Governance)
Purpose	Whitehouse recognises that English language proficiency plays a critical part in academic success and in the development of discipline appropriate discourse. This policy sets out the English language proficiency requirements for admission to the Institute’s undergraduate and postgraduate coursework programs.
Scope	<ul style="list-style-type: none"> • International and Domestic Students. • All prospective students applying for entry into courses delivered by Whitehouse, at undergraduate and postgraduate levels.
Policy Statement and the Procedure	<p>Whitehouse acknowledges that English language is the medium of instruction, and the language of academic, administrative, and most social and community activities that are part of the overall Whitehouse experience. To ensure both prospective and enrolled students are sufficiently competent in the English language to participate effectively in their studies, the Institute’s admissions process will:</p> <ol style="list-style-type: none"> 1. establish and maintain English language proficiency requirements for each program in accordance with the program content and requirements of external accreditation bodies 2. ensure students applying for admission to higher education courses can demonstrate each of the English language skills (reading, writing, speaking and listening) at a level required for admission to the program 3. recognise that students have an adequate level of English to enable them to successfully engage linguistically with the academic content of the course or program 4. be consistent with the Good Practice Principles for English Language Proficiency for International Students in the Australian Higher Education Sector. <p>Before receiving a formal Letter of Offer, if required, students must provide evidence of English Language Proficiency which meets the minimum standards.</p> <p>English language requirements and Procedure</p> <p>English language requirements may apply to international students and Australian permanent residents. Applicants can satisfy the English language requirements in several ways, such as by undertaking an IELTS or TOEFL test, or by having undertaken previous study in English. Documentary evidence is required and will be verified by the Student Recruitment Officer or Student Administration Officer.</p> <ul style="list-style-type: none"> • IELTS 6.5 with no band score less than 6.0 • TOEFL 577 + with TWE 4.5 (paper-based test), 79 + with Writing 21, Speaking 18, Reading 13, Listening 13 (internet-based test) • Pearson Test of English (Academic) 58 + with no communicative skill below 50 • Cambridge English: Advanced/Certificate of - Advanced English (CAE) 176 + with no skill below 169 <p>Students who cannot provide evidence of their English language proficiency (for example, in the form of an IELTS result) must take a recognised Academic English Program. Whitehouse does not offer any Academic English Programs but does have agreements in place with various providers who meet the ELICOS National Standards.</p>

	As well as sighting documentary evidence when application is made, additionally, evidence of English Language proficiency will be checked, verified, and recorded by the Student Recruitment Officer or Student Administration Officer at student interview.
Relevant Legislation	<ul style="list-style-type: none"> • Higher Education Standards Framework (Threshold Standards) 2021 • 2016 Higher Education Support Act (2003) • Australia Qualifications Framework (AQF) • Education Services for Overseas Students Act 2000 (ESOS) • Commonwealth Register of International Courses for Overseas Students (CRICOS) • National Code of Practice for Providers of Education and Training to Overseas Students 2018
Key Related Documents	<p>Selection and Admission Policy and Procedure</p> <p>Assessment Policy and Procedure</p>
Definitions	<p>The following definitions apply for this Policy:</p> <p>CoE: Confirmation of Enrolment form issued through PRISMS Compassionate: family, medical or wellbeing reasons for supporting a transfer .</p> <p>Compelling: circumstances that are generally beyond the control of the student, which affect their course progress or wellbeing.</p> <p>CRICOS: Commonwealth Register of Institutions and Courses for Overseas Students.</p> <p>Current study period: the study period in which the student applies for a release or the previous study period if the application is made during the holidays.</p> <p>Enrolment: the period during which a student, who has been issued with a CoE to confirm acceptance by the registered provider, occupies a place in the CRICOS registered course for which the student was accepted and is progressing towards completion of course requirements. The period of enrolment includes scheduled breaks between study periods.</p> <p>ESOS Act: <i>Education Services for Overseas Students Act 2000.</i></p>
Responsible Officer	<p>Academic staff</p> <p>Student Administration Manager/Officer/s</p> <p>Student Recruitment Officer/s</p>
Approval Authority/ Authorities	<p>Executive Directors</p> <p>Academic Board</p>
Date Approved	20/12/2023
Date of Commencement	21/12/2023
Date for Review	21/12/2026

Documents superseded by this Procedure	N / A		
Amendment History	<p>12/2023</p> <ul style="list-style-type: none"> • Minor edit and update of text, various sections • Checked the links. <p>05/2018</p> <p>Re-branding – Header & Footer only</p> <p>11/2016</p> <p>Policy and Procedures separated, and HE and VET documentations separated. Updated formatting and minor amendments.</p>		
Signed and dated for Whitehouse Pty Ltd		Les Taylor	20/12/2023
	Signature	Name	Date

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Academic
Stakeholders	Academic Board Executive Management Academic Staff Administration Staff Applications to HE Programs Students