



POLICY TITLE: INTERNATIONAL STUDENT ENGLISH LANGUAGE PROFICIENCY AND EDUCATIONAL QUALIFICATIONS POLICY

DEVELOPED / REVIEWED BY

Policy Committee
Director of Business Services and Advancement
Deputy Principal Wellbeing and Strategy
Head of Admissions
Risk and Compliance Manager
Human Resources Manager

REVIEW SUMMARY

Policy to be presented to the Policy Committee for the first time at the May 2024 meeting. Policy to be reviewed in the first twelve months to ensure accuracy to current legislative components.

DOCUMENT DEVELOPMENT PROCESS

This document was first developed by Director of Business Services and Advancement and the Head of Admissions in 2024.

RATIONALE

Standard 2.2 of the National Code of Practice for Providers of Education and Training to Overseas Students requires the College to implement a documented policy and process for assessing whether an international student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

GUIDING PRINCIPLES

It is the College's policy to assess an international student's English language proficiency and educational qualifications during the recruitment process and prior to their enrolment at the College.

This policy applies to the enrolment of International Students at Siena College.

'International Student' has the same meaning as 'overseas student' in Section 1.1.3 of the Education and Training Reform Act 2006 (Vic)

PROCEDURES

Assessing English Language Proficiency

CRICOS: 04313F	Date: May 2024	Page 1 of 3
Name of Document: 06. International Student English Language Proficiency and Educational Qualifications Policy	Revision No.: 1	Authorised by: College Board



Sienna College will assess the language proficiency of all students who do not speak English as their first language. To undertake this assessment the College uses a combination of English proficiency tests (AEAS or iDAT), student academic reports and interviews to determine whether a prospective international student meets the College's minimum level of English proficiency required for their chosen course.

Where an English proficiency test has been undertaken, enrolment can only be processed after the results of this test have been provided to the College.

Sienna College's minimum requirements for International Students who do not have English as their first language are detailed below:

Year Levels	Minimum Score Achievement	
	AEAS	iDAT
Years 9 and 10	75+	75+
Years 11 and 12	80+	80+

International Students may be required to complete an ELICOS course for the number of weeks necessary to reach the required level for entry to the College. These students may need to be retested for English language proficiency at a date appropriate to their commencement date at the College. Sienna College may contact the English Language School prior to the student's entry to ensure a smooth transition to the College.

Sienna College's preferred ELICOS providers are:

Avalon College (on-site boarding facility)

480 Avalon Road

LARA VIC 3212

Phone: (+61 3) 5282 4733

Email: admin@avaloncollege.vic.edu.au

Hawthorn-Melbourne English Language Centre (day school)

Assessing Educational Qualifications

A student's educational qualifications are assessed against the requirements of the relevant year level of the Australian curriculum the student is requesting entry at. The Victorian Curriculum F-10 achievements standards are relevant for students in Years 9 and 10. For students in Years 11 and 12, the relevant accredited senior secondary qualification is VCE.

Entry requirements for Year 9-12 students: a 'C' grade (60%) or better for the majority of core subjects.

The College may assess the educational qualifications of an intending International Student by requesting:

- Educational certificates
- School reports from the student's home country and/or the School they attend/ed internationally or in Australia
- course material from the School they attended in their home country and/or the School they attend/ed internationally or in Australia.



Record Keeping

The College maintains evidence of compliance with this policy by maintaining records of assessments made in relation to international students. Records will be maintained in accordance with our **International Student Records Management and Retention Policy**

RESPONSIBILITY

- Principal
- Deputy Principal Teaching and Learning

RELATED LEGISLATION

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000 (Cth)
- Migration Regulations 1994
- Education Services for Overseas Students Regulations 2001 (Cth)
- Migration Act 1958 (Cth)

RELATED SIENA COLLEGE POLICIES

- International Student Records Management and Retention Policy

RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.

Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?



NEXT REVIEW

May 2024

POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/homepage/3452>
www.siena.vic.edu.au

CRICOS: 04313F	Date: May 2024	Page 4 of 3
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