



**GLOBAL COLLEGE AUSTRALASIA**

**POLICY & PROCEDURE**



**ASSESSING ENGLISH LANGUAGE PROFICIENCY,  
EDUCATIONAL QUALIFICATIONS OR WORK EXPERIENCE**

**RTO No: 45088 | CRICOS Code: 03564F**



# GLOBAL COLLEGE AUSTRALASIA

GCA No. 45088 CRICOS CODE: 03564F

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**Policy & Procedure - Assessing English language proficiency, educational qualifications or work experience**

**Purpose**

This policy supports the ESOS National Code 2018 Standard 2.2 which states:

*“The registered provider must have and implement a documented policy and process for assessing whether the overseas student’s English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.”*

**Scope**

This policy applies to the GCA students and all GCA staff who deal with matters concerning recruitment of an overseas student and formalisation of enrolment and written agreements.

**Definitions**

<b>AVETMISS</b>	Australian Vocational Education and Training Management Information Statistical Standard. VETTRAK enables provision of AVETMISS compliant data to ASQA on a regular basis. GCA collects and stores information in accordance with AVETMISS requirements and reports this information as required and in accordance with the Information Privacy Policy
<b>CoE</b>	Confirmation of Enrolment document issues through PRISMS for student to apply for a student visa
<b>Course Credit</b>	Exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held. This includes academic credit and recognition of prior learning. Credit cannot be rescinded unless compelling education reasons are presented.
<b>Credit transfer</b>	Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s). The student must provide the original certificate to be sighted by the GCA to verify the Credit Transfer. Verification can be enabled via the USI if applicable.
<b>DoHA</b>	Department of Home Affairs. <a href="https://www.homeaffairs.gov.au/">https://www.homeaffairs.gov.au/</a>
<b>English Language Proficiency</b>	English language proficiency is the demonstrated ability to speak, write, read and comprehend English to a standard set by the institution [GCA] or regulatory authorities if applicable.
<b>ESOS</b>	Educational Services for Overseas Students Act 2000 as amended from time to time
<b>National Code</b>	The National Code of Practice for Providers of Education and Training to Overseas Students 2018
<b>Pre-training Review</b>	A Pre-training Review ensures that the learning and assessment strategy is designed to meet individual needs and workplace requirements. <ul style="list-style-type: none"> <li>• Understands learner’s objectives for completing the course.</li> <li>• Determines whether the learner is enrolled in a suitable course.</li> <li>• Explores learner’s current competencies that are related to the course.</li> <li>• Identifies how to engage with learners to determine their needs (including special needs).</li> </ul>





	<ul style="list-style-type: none"> <li>• Discusses the opportunity to have learner’s current competencies assessed through Recognition of Prior Learning (RPL) and Credit Transfer (CT)</li> <li>• Verifies English Language proficiency evidence</li> </ul>
<b>PRISMS</b>	Provider Registration and International Students Management System used to process information to DoHA by registered providers
<b>Recognition of prior learning [RPL]</b>	The acknowledgment of skills and knowledge that have been gained through training, work, or life experiences into formal competencies. The assessment of RPL is made from the evidence provided against the units of competency (elements and performance criteria) as described in the relevant endorsed Training Package. RPL is awarded for a total unit of competency (no partial RPL of a unit will be awarded)
<b>USI</b>	Unique Student Identifier. All students doing nationally recognised training need to have a Unique <a href="#">Student Identifier (USI)</a> .
<b>VETTRAK</b>	Student management system used by GCA to maintain student records and enable collection of AVETMISS data for reporting
<b>Written Agreement</b>	<p>Education providers are required by the Education Services for Overseas Student Act 2000 (ESOS Act) to enter into a written agreement with each overseas student they enrol. The written agreement accepted by a student is a legal contract between the student and the education provider. An education provider cannot enrol international students without a written agreement. An application form or a letter of offer could be the basis for the written agreement once it is signed or accepted by an overseas student. (<a href="#">National Code of Practice for Providers of Education and Training to Overseas Students 2018 (internationaleducation.gov.au)</a>)</p> <p><b>Written agreements</b> between registered providers and <b>overseas students</b> are a type of legal <b>contract</b>. This means that they are governed by the general principles of <b>contract</b> law as well as the specific requirements of the ESOS framework. May also be called ‘Letter of Offer’. See: <a href="https://www.ombudsman.gov.au/_data/assets/pdf_file/0036/79686/Factsheet_student_written-agreements.pdf">https://www.ombudsman.gov.au/_data/assets/pdf_file/0036/79686/Factsheet_student_written-agreements.pdf</a></p>

**Policy**

GCA will recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with GCA. GCA will ensure students’ English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course for which enrolment is sought. [E2.2]

**1. Assessing English language proficiency**

1.1 Admission requirements into accredited courses at GCA requires students to provide evidence of English language proficiency of International English Language Testing System (IELTS) 6.0, or Pearson’s Test of English (PTE), or Test of English as a Foreign Language (TOEFL), or Occupational English Test (OET) or equivalent.

1.2 English equivalency

- a. The applicant must demonstrate they have studied at secondary or post-secondary level with English as the language of instruction
- b. Transcripts or Statements of Results must be provided.





- c. Documents not in English must be accompanied by 'certified' translations.

1.3 Students are required to state how they meet the English language proficiency requirements and provide evidence of English language proficiency documentation as part of their Pre-training Review.

#### 1.4 Pre-training Review

A Pre-training Review ensures that the learning and assessment strategy is designed to meet individual needs and workplace requirements.

1.5 As a part of admission requirements GCA ensures that we do an internal English test. This is generally done in campus when student is onshore. We also do a LLN induction test before commencement of studies which is done in our Moodle platform.

### 2. Assessing educational qualifications

- a. Transcripts or Statements of Results must be provided if the applicant indicates they have completed education qualifications.
- b. Documents not in English must be accompanied by 'certified' translations.

### 3. Assessing work experience

3.1 An employment history is requested as part of the International Student Application.

3.2 Applicants can provide employment history evidence via a letter of recommendation from their employer/s and/or pay slips.

3.3 GCA will verify authenticity of provided evidence as applicable.

#### 3.4 Statement of Purpose

3.5.1 Applicants are required to complete a written statement of Purpose as an attachment with their International Student Application, responding to the following:

- a. "Why you are applying for the course
- b. What benefits the course will have towards your career
- c. What the employment outcomes will be in your home country"

3.5 Applicants must provide a CV/Resume as part of their Pre-Training Review.

### 4. Recording Course Credit and Recognition of Prior Learning (RPL) and Credit Transfer

Please see related GCA **Policy – Course Credit**. All applicants have the opportunity to apply for course credit. Individuals can apply for course credit during the time of enrolment. The decision to assess prior learning or grant course credit must preserve the integrity of the award to which it applies and comply with requirements of the underpinning educational framework of the course. [E2.3]

#### 4.1 Course Credit:

- 4.1.1 GCA will assess requests for course credit leading to exemption from enrolment in a particular part of the course as a result of previous study, experience or recognition of a competency currently held.
- 4.1.2 This includes academic credit and recognition of prior learning.
- 4.1.3 Credit cannot be rescinded unless compelling education reasons are presented.

#### 4.2 Recognition of Prior Learning:





4.2.1 GCA recognises students' prior learning.

4.2.2 Recognition of Prior Learning (RPL) is a process through which applicants gain course credits based on experience gained through similar study (but not direct equivalent), work experience (in any form) or through informal or formal training or other life experiences.

4.2.3 RPL can only be awarded for a total unit of competency (no partial RPL of a unit will be awarded)

#### 4.3 Credit Transfer:

4.3.1 Students who have completed a Nationally Recognised qualification / unit that have the exact same code as a unit currently enrolled will be eligible for credit transfer for the particular unit(s).

4.3.2 The student must provide the original certificate to be sighted by the GCA to verify the Credit Transfer. Verification can be enabled via the USI if applicable.

#### 4.4 If RPL or course credit is granted:

- A written record of acceptance by the student is retained for two years after the student ceases to be an accepted student.
- The student is informed of the reduced course duration following granting of RPL
- A Confirmation of Enrolment is issued only for the reduced duration of the course
- Change in course duration is reported in PRISMS if RPL or course credit is granted after a student visa is granted.

## 5. References

- [Education Services for Overseas Students Act 2000 \(legislation.gov.au\)](http://legislation.gov.au)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(legislation.gov.au\)](http://legislation.gov.au)
- [Education Fact Sheet Title \(internationaleducation.gov.au\)](http://internationaleducation.gov.au) – Standard 6 Student Support Services
- [Education Fact Sheet Title \(internationaleducation.gov.au\)](http://internationaleducation.gov.au) – Standard 10 Complaints and Appeals
- [General Factsheet - Department of Education](http://www.education.gov.au)
- [Factsheet student written-agreements.pdf \(ombudsman.gov.au\)](http://ombudsman.gov.au)
- [esosforstudents | ISANA](http://www.esosforstudents.com.au)

## Procedure

Responsible staff for relevant area (as per Organisational Chart) to process the procedure:

**Assess** – Review aspects of situation as applied to this policy and any other related policies and specific documentation to be completed (and where relevant advising students of requirements of same as required), including relevant timeframes and any reporting mechanisms.

**Plan** – Identify strategies and actions to be taken, including timeframe/s and relevant personnel.

**Implement** - Strategies and take actions in accordance with policy, associated information and documentation required, documentation where necessary





**Retain** documentation in accordance with policy, procedure and practices.

**Report** in relation to practice outcomes as related to policy and procedure.

**Review** – process with view for continuous improvement including reporting to relevant personnel

*Dissemination of information/updates relating to this policy and procedure is provided by Management, via electronic means and/or staff meetings. GCA policy and procedures are accessible to all staff via GCA internal repository system and /or via the GCA webpage.*

**Responsibility**

The following parties are responsible for the implementation and adherence to this policy:

- DIRECTOR CEO/NCOO
- Training Manager
- GCA Team

**Associated Documents**

- Student Handbook
- Enrolment Form
- Letter of Offer/COE

**Related Standards**

- Standards for RTOs 2015
- Education Services for Overseas Students Act 2000 (ESOS Act)

**Version Control**

Version	Created by:	Date	Reason for Update	Reviewed by	Implementation Date
1.0	James Rayne	10/01/2022	New Format	Brodie Smith	24/01/2022
2.0	Michelle Tilley	09/01/2023	Review Point	Brodie Smith	06/02/2023

Note: Must be after circulation to all stakeholders.





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