AC-E2 ENGLISH LANGUAGE PROFICIENCY POLICY AND PROCEDURE

1   PURPOSE

The policy outlines *BBI-TAITE - The Australian Institute of Theological Education* (the Institute) Policy and Procedure is designed to ensure that students have adequate English language proficiency (ELP) to enter an Institute course of study or unit of study, and that those who struggle with maintaining ELP are appropriately supported during their study.

2   BACKGROUND

The Institute offers its educational programs to students from a broad range of backgrounds, cultures and languages. In doing so, it recognises it has a responsibility to ensure that those whose first language is not English have sufficient proficiency to undertake the course of study of their choice.

The Institute therefore requires applicants for admission into one of its postgraduate courses of study whose first language is not English to meet established ELP requirements.

3   SCOPE

This policy and procedure apply to all potential and current students, and articulates the ELP requirements noted in the Admissions Criteria for all Institute courses.

4   DEFINITIONS

N/A

5   POLICY

Applicants for an Institute course of study can demonstrate ELP in one of three ways:

1. satisfactory achievement of a pass in at least the first FTE year of a VET Diploma, Advanced Diploma, Associate Degree or a Bachelor's degree taught and assessed entirely in English within the last two years; or
2. satisfactory completion of a Higher School Certificate (or relevant equivalent) at an English-speaking high school; or
3. satisfactory completion of an English-language proficiency test, according to the schedule below.

Where an academic staff member recognises that a current student is struggling with ELP, they will be supported in accordance with the procedure outlined in the Student at Risk Policy.

6   SCHEDULE

The following schedule details the requirements to determine ELP scores for postgraduate entry into Institute courses. These ELP scores must be less than 2 years old at the date of application.

IELTS (Academic)	C2 Proficiency	TOEFL paper-based test	TOEFL internet	PTE (Academic)	CAE
6.5 with no bands less than 6.0	180 with no skill below 180	577 with a score of 4.5 in the Test of Written English	79 with minimums of: R – 19 L – 20 S – 20 W - 24	65 with no subtest less than 61	176 with no skills below 169

7 KEY RELATED DOCUMENTS

- *AC-C8 Admissions Policy and Procedure*
- *AC-S4 Student at Risk Policy and Procedure*

8 RELEVANT LEGISLATION

- *Higher Education Standards Framework (Threshold Standards) (2015)*

9 NOTES

Contact Officer	Director Student Services and Operations
Implementation Officer/s	Student Registrar / Associate Dean (Academic)
Approval Authority / Authorities	Academic Board
Date Approved	18/11/2015
Date of Commencement	01/07/2016
Date for Review	24 MONTHS AFTER COMMENCEMENT
Amendment History	REVIEWED 03/12/2018
	03/12/2018 – Schedule updated: remove undergraduate test results, update TOEFL internet and PTE test results; include that tests can't be older than 2 years at date of application; added Admissions Policy to Key Related Documents section; remove ESOS Act 2000 from Relevant Legislation section. 1 July 2021 – Policy Code changed to AC-E2 and Title changed to English Language Proficiency Policy and Procedure. Various test requirements updated to current standards. Implementation Officer change to Associate Dean (Academic) from Academic Dean.
Key Stakeholders	Faculty & Sessional Academics / Students / Higher Education Partners