

Assessing Student's qualifications, experience and English proficiency

1. Policy

This policy/procedure supports 'Standard 2.2 – Student engagement before enrolment' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007' which states:

"The registered provider must have documented procedures in place, and implement these procedures to assess whether the student's qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought"

The Central Australian College will assess all students' enrolment application to ensure they meet the enrolment requirements of the course to ensure their ability to complete the qualification.

2. Procedure

- All enrolment applications are received and assessed by Student Administration department.
- Enrolment applications are not accepted without appropriate supporting documentation. All International students are required to submit the following with their application form:
 - an authorised copy of their visa
 - evidence of English proficiency
 - Any other supporting information such as previously attained qualifications.
- An International student's English proficiency is required to be evidenced by a recognised English Language testing score (IELTS = 5.5) or equivalent.
- A copy of the above English Proficiency Test score and other supporting documents are to be kept on student files.

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| Responsibility: CEO | Created: July 2013 | Last Reviewed: July 2013 |