

English Language Entry Requirements Policy

1. Background

Gateway Business College recognises the importance of admitting students who have the appropriate level of English language skills required to successfully complete their program of study at Gateway Business College. Through this process Gateway Business College will maintain its dedication to academic merit, integrity, and appropriate preparation for entry into a chosen career.

2. Purpose

The aim of this policy is to outline the English language entry requirements for admission to Gateway Business College's courses. The policy will outline the mechanisms through which English language proficiency will be measured, ensuring that all mechanisms are fair, transparent and adequately communicated to prospective students.

3. Scope

This policy applies to all prospective students applying for a program of study at Gateway Business College. This policy should be read in conjunction with the Admissions Policy.

4. Definitions

Academic Board: the Academic board is responsible for academic governance at Gateway Business College. The Academic Board reports and advises the Corporate Governance Board on academic activity. This board oversees academic activities such as teaching, learning, scholarship, research, course approval, student outcomes, academic standards and academic policy.

Australian Qualifications Framework (AQF): The national policy for regulated qualifications in the Australian education and training system. It incorporates the quality assured qualifications from each education and training sector into a single comprehensive national qualifications framework.

Course: An accredited program of sequenced units delivered by Gateway Business College that leads to an AQF recognised qualification.

Domestic student: An individual enrolled in a course at Gateway Business College who is either an Australian or New Zealand citizen, or an Australian Permanent Resident.

International student: An individual enrolled in a course at Gateway Business College who is not a citizen of Australia or New Zealand, or an Australian Permanent Resident, and has been granted a student visa by the Department of Immigration and Border Protection (DIBP) to study full-time in Australia.

English Language Entry Requirements Policy

5. Principles

5.1 Requirements for course entry

All domestic and international applicants to Gateway Business College without a qualification assessed in English must demonstrate that their English language skills meet minimum admission requirements.

The following criteria may be used as proof that an applicant has met English language requirements needed for entry:

- Successful completion of tests and courses in English at AQF Level 5.
- Providing evidence of formal academic study in English in one of the countries in 6.3 below.
- The successful completion of a recognised English language test
- The successful completion of English preparation courses which prepare students for university study.
- Where exceptional circumstances exist, demonstrating to the satisfaction of the Academic Board that the English Language requirements are clearly met.

All English language entry requirements for each course must be published and accessible.

All applicants to Gateway Business College must meet the English language entry requirements prior to their admission to a course.

6. Procedures

All Gateway Business College applicants for admission must meet the established English language proficiency requirements of Gateway Business College. The minimum requirements can be achieved in several ways, outlined below:

6.1 Demonstration of English language proficiency

Demonstration of the completion of English language tests and preparation courses can be used as sufficient proof that an applicant has met the English language requirements, as long as the test has been taken within two years of the student applying for a place of study in a Gateway Business College course.

Applicants must provide original test certificates. Certified copies are acceptable. The following are Standard English Language test scores that meet Gateway Business College's entry requirements:

English Language Entry Requirements Policy

Test	Threshold requirement
IELTS Academic only	An overall score of 6.0 with at least 5.5 in each module
TOEFL – Internet based test	Listening – 11 Speaking – 17 Reading – 12 Writing – 20 Overall – 60
Cambridge CAE	Overall score of 55
PTE Academic	Overall score of 50 (with 42 or more in all communicative scores)
Australian qualification	AQF – Level 5 (Diploma or above)

In order to prevent fraud, Gateway Business College will only accept evidence of English proficiency issued by a recognised provider. For more information regarding prevention of fraud, refer Anti-Fraud and Corruption Policy.

6.2 Prior study in English

If an applicant has completed a minimum of one year full-time study in a formal qualification (minimum AQF Level 5 or equivalent) at a university or other educational institution that was taught and assessed in English, they may provide a statement from the institution indicating that they have completed this requirement.

The statement must:

- Be an original document on official letterhead
- Demonstrate completion up to a maximum of two years prior.

Applicants who completed their study more than two years before beginning their course of study at Gateway Business College may still meet English language proficiency requirements if they meet both of the following requirements:

- The applicant has successfully completed (with assessment) a post-secondary qualification that lasted at least three years full time. The instruction and assessment must have been in English.
- The applicant has lived since graduation in Australia or another country where English is the most commonly spoken language. In this case, proof of residency is required at the time of application.

All cases where an applicant has had prior study in English will be evaluated individually. Meeting the above criteria does not guarantee the applicant will meet the English language proficiency criteria.

6.3 Citizenship

Applicants will meet the requisite English language requirements if they are citizens of one of the countries listed below and have undertaken:

- Formal secondary or tertiary study of English in the national education system of that country

English Language Entry Requirements Policy

- Formal study of English at a university recognised by Gateway Business College in that country.

Countries:

Australia	Lesotho	South Africa
Botswana	Liberia	United Kingdom
Canada	Malaysia	United States of America
Fiji	New Zealand	Samoa
China	Nigeria	Trinidad and Tobago
Guyana	Papua New Guinea	Zambia
Ireland	Philippines	Zimbabwe
Jamaica	Singapore	
Kenya	Solomon Islands	

6.4 English language skills support

For those students who have relatively low proficiency in English, Gateway Business College will provide support including, but not limited to:

- Academic writing and referencing guides
- Individual consultations with academic skills support staff
- Optional workshops focused on academic English conventions
- Resources for independent study of academic English conventions, such as grammar books and worksheets.

For more information please refer to the *Academic Language and Learning Support Policy*.

6.5 Reviewing English language entry requirements for course admission

The Academic Board is responsible for enforcing English language entry requirements. It may delegate certain functions to the Student Admissions staff, or ad hoc committees established to determine admissions selections, as follows:

- Admission Officer must undergo a periodic review of English language entry requirements based on factors including, but not limited to:
 - The extent to which international students are utilising English support services
 - International student progression and attrition rates.
- In the event that the review finds cause for further review and amendment, Admission Officer must communicate the areas of concern and its corresponding recommendations to the Teaching and Learning Committee, to provide advice to Academic Board
- Academic Board will review the evidence and recommendations and decide whether it is necessary to adjust the English language entry requirements.

7. Records

Records associated with this policy will be maintained according to the Records Management Policy.

8. Related legislation

- Tertiary Education Quality and Standards Agency (TEQSA) Act 2011

English Language Entry Requirements Policy

- TEQSA Higher Education Standards Framework (Threshold Standards) 2021
- Australian Qualifications Framework (AQF).
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (the National Code 2018)

9. Review

This policy will be reviewed every three years by the Academic Board, or sooner if deemed necessary by the Academic Board.

Version Control

Document History			
Document Name	Copyright Policy		
Document Code	GGB006		
Document Owner	CEO	Date Developed	11.07.2017
Approval	Academic Board	Date of Approval	01.03.2017
Related Documents	Academic Integrity Policy Compliance Framework Policy Intellectual Property Policy Research Ethics and Integrity Policy Staff Academic Misconduct Policy Student Academic Misconduct Policy Teaching and Learning Policy		
Version No.	Summary of Changes	Date	
1.		01.03.2017	
2.	Policy Reviewed and new policy code applied, details of policy related record and Related legislation inserted	23.03.2023	