DETERMINING SUITABILITY ASSESSMENT POLICY AND PROCEDURE

1   Contents

1   PURPOSE

1.1   This policy outlines the conditions under which students will be considered to have sufficient Language, Literacy and Numeracy skills in order to commence their chosen course.

1.2   The Determining Suitability Assessment contains Language, Literacy and Numeracy questions as well as pre-training reviews to determine the students' learning style and digital learning requirements.

2   SCOPE

2.1   This policy applies to all students who are intending to enrol at Della International College (DIC).

3   POLICY STATEMENT

3.1   Upon applying for a course, the student will be issued a conditional letter of offer until s/he receives the minimum mark on his/her Determining Suitability Assessment. The Student Support Officer is responsible for the implementation of assessments.

4 English Proficiency Entry Requirements

4.1   Students whose first language is not English, must demonstrate competency in the English language. English proficiency can be demonstrated by providing certified evidence of an International English Language Testing System (IELTS) test result (or equivalent alternative test result, as follows), issued no more than two (2) years prior to date of application:

- IELTS (Academic Module): Overall score of 5.5 with no band less than 5.0; or
- TOEFL: Internet (no section score less than) 46-59; or
- Pearson Test of English (PTE): Overall score: 42; or

Note that the most recent attempt at any language proficiency test supersedes any previous attempts or requirements

4.2   Other acceptable evidence of English proficiency includes:

- Successful completion of an Australian Qualification (Cert IV or above), or an or an Australian English Language course at a minimum of pre intermediate level.

- If an applicant cannot produce a satisfactory IELTS or equivalent score, the applicant will be advised to

Created: February, 2018   **Document Owner**: CM
Modified: August 2022   **Version**: 10
Review Date: Page **1** of **4**

Once PRINTED, this is an UNCONTROLLED DOCUMENT
Della International College Pty Ltd
RTO Code 21738 | CRICOS Code: 02716C | ABN 59 117 032 416

- Enrol in an English (EAL or ELICOS) course, for an appropriate duration until the student achieves the course entry level. The cost of the English program will be at the student's own additional expense.

- Applicants from Assessment Level 1 and 2 Countries will not be required to produce evidence for English Proficiency http://www.homeaffairs.gov.au/

- Copy of certificate showing successful completion of Year 11 or the equivalent level of study for Certificate III, IV and Diploma Courses. Successful completion of Year 12 or the equivalent level of study for Advanced Diploma Courses http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equiquals/equiv- yr11.aspx.

4.3 Applicant that do not have an IELTS or equivalent will be required to undertake an Internal Placement Test to assess the students English Proficiency Level to be appropriate for the course.

4.4 Applicants who do not meet the specified English proficiency requirements must enrol in an English Language Intensive Courses for Overseas Students (ELICOS) program at DIC or a provider of their own choice.

4.5 English Proficiency requirements are in addition to the Determining Suitability Assessment and are an entry requirement into all courses.

5   DETERMINIG SUITABILITY ASSESSMENT PROCEDURE

	Action	Details	Responsibility
1.	Conduct Determining Suitability Assessment	The Determining Suitability Assessment is conducted by the Student Support Officer. Where skills and knowledge are identified as some or extensive, the student must be referred to the Compliance Manager to establish if CT or RPL is relevant to the student and if a customised delivery plan will be required.	Student Support officer Compliance Manager
2.	Asses student's suitability	The student support officer marks the assessment and determines the student's learning style, digital learning requirements and suitability to his/her chosen course. Student should receive a grade of 75% or above in-order to be suitable for the enrolled course. Student achieving grade between 74% - 85% will be provided mandatory support when enrolling in the qualification as listed below but not limited to; ☐ **Additional explanation of resources/tasks** ☐ **Reflective practice activities** ☐ **Speaking practice** ☐ **Reflective Course numeracy tasks** ☐ **Individual general support sessions** *The above-mentioned supports will vary in degree of depth depending on individual student needs and will be reflected in the individual support plan agreed between trainer and student*	Student Support Officer
3.	Notify trainer/assessor.	Once the Determining Suitability Assessment has been completed, the results are sent to the trainers to ensure that the trainer is aware of the students' learning styles, where the trainers require additional support in the development of learning strategies they are to consult with the Compliance manager.	Student Support Officer

Created: February, 2018
Modified: August 2022
Review Date:

Document Owner: CM
Version: 10
Page **2** of **4**

4.	Place Assessment in student file.	Ensure the completed and marked assessment is in the student's file.	Admissions Officer

Records Management

5.1 Staff must maintain all records relevant to administering this policy and procedure in the college's recordkeeping system.

5 RELEVANT LEGISLATION AND DOCUMENTS

Documents

Determining Suitability Assessment (per qualification)
RPL Application Form
CT Application Form

Legislation

5.1 Clauses 5.1-5.3, of the Standards for Registered Training Organisations 2015.

6 FEEDBACK

6.1 College staff and students may provide feedback about this document by emailing:
compliance@dellainternational.edu.au

7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager
Version	9.0

Approval and Amendment History	Details of Approving Authority	Date of Approval
Original Approval Authority and Date	CEO	25/02/2021
Amendment Authority and Date	Compliance Manager	25/02/2021

Created: February, 2018
Modified: August 2022
Review Date:

Document Owner: CM
Version: 10
Page **3** of **4**

8 FLOWCHART

```
┌─────────────────────────────────┐
│  DETERMINING SUITABILITY         │
│         PROCEDURE                │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│  1. Conduct Determining          │
│  Suitability Assessment          │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│  2. Asses student's suitability  │
│  and create support plan if      │
│  required                        │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│  3. Notify trainer/assessor.     │
└─────────────────────────────────┘
              │
              ▼
┌─────────────────────────────────┐
│  4. Place Assessment in student  │
│  file.                           │
└─────────────────────────────────┘
```

Created: February, 2018
Modified: August 2022
Review Date:

Document Owner: CM
Version: 10
Page **4** of **4**