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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 pretraining 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
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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 <u>http://www.vcaa.vic.edu.au/Pages/vce/vcerecognition/equiquals/equiv-</u> 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	Student Support officer
		the Compliance Manager to establish if CT or RPL is relevant to the student and if a customised delivery plan will be required.	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



4.	Place Assessment in	Ensure the completed and marked assessment is in the student's	Admissions
	student file.	file.	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: <u>compliance@dellainternational.edu.au</u>

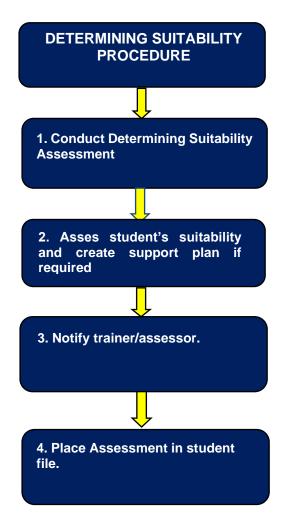
7 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Administrator	Compliance Manager
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8 FLOWCHART



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