

ENGLISH LANGUAGE SUPPORT POLICY

Approving authority	Academic Board
Purpose	To identify students with poor English language proficiency and provide English language support to improve their opportunity for academic success and employability.
Responsible Officer	Academic Dean
Next scheduled review	August 2021
Document Location	http://www.oxford.edu.au/higher-education/policies-and-procedures/
Associated documents	Admissions Policy and Procedure Academic Progress Policy and Procedure Assessment Policy and Procedure Course and Unit Development, Approval & Review Policy and Procedure Student Services & Support Policy and Procedure

1. PRINCIPLES

- 1.1 Ozford Institute of Higher Education (hereafter referred to as “the Institute) recognises the importance of English language proficiency in the academic success and employability of its graduates and has a responsibility to ensure that students admitted to OIHE are sufficiently competent in English language to effectively participate in their studies.
- 1.2 English Language proficiency and communication skills are important skills which underpin the Institute’s Course learning outcomes and are integral to learning activities and assessment tasks and are demonstrated through a variety of methods. (Refer *Assessment and Grades Policy*).
- 1.3 The Institute recognises its responsibility to help students acquire, maintain or improve their English language proficiency, where necessary, and provide opportunities through the Ozford Institute English Language Centre.

2. SCOPE

This policy applies to all current and potential students of the Institute.

3. DEFINITION

3.1 *English language proficiency measures*

The Institute uses and recognises scores of English Language Proficiency from the following tests

- International English Language Testing System
- Test of English as a Foreign Language (TOEFL) paper based
- TOEFL internet based test
- Cambridge English: Advanced (Certificate in Advanced English)
- Pearson Test of English Academic
- Occupational English Test

4. POLICY

It is policy that:

- 4.1 the Institute has set English Language entry requirements appropriate to its courses (Refer *Admissions Policy*);
- 4.2 for international students the Institute set English language entry requirements will exceed the minimum specified by the Department of Home Affairs. The requirements have been benchmarked with other higher education providers who offer similar higher education courses;
- 4.3 the Institute publishes the English language entry requirements for each AQF qualification on the Institute website and in in other print based course marketing material;
- 4.4 students who have applied to the Institute for admission and are identified as not meeting the English language requirements will be advised of ways to acquire the appropriate skills, including studying at the Ozford English Language Centre.

- 4.5 irrespective of a student's official IELTS (or equivalent) score on entry to a course, a student deemed to have poor English language proficiency will be placed on an English language support program which will run in addition to their normal classes as an intervention strategy as covered in the *Academic Progress Policy*;
- 4.6 students have responsibilities for further developing their English language proficiency during their study at the Institute and are advised of these responsibilities prior to enrolment;
- 4.7 students will be provided with opportunities to self-assess their language skills throughout their studies and to undertake developmental activities in response to the needs they identify by accessing the services of the Oxford English Language Centre;
- 4.8 the Institute will adequately resource English Language Support Programs through the Oxford English Language Centre;
- 4.9 development of English language proficiency is integrated with curriculum design, assessment practices and course delivery through a variety of methods (Refer *Course and Unit Approval & Review Policy*);
- 4.10 international students are supported from the outset to adapt to their academic, sociocultural and linguistic environments. This support is provided through the Orientation Program, consultations with academic staff and the monitoring of academic progress and intervention strategies;
- 4.11 further, international students are encouraged and supported to enhance their English language development through effective social interaction on and off campus through a range activities provided by the Student Services department of the Institute;
- 4.12 Any difficulties that students have with English language proficiency will be diagnosed early in their study and students will be provided with opportunities to improve their English Language proficiency (Refer clause 4.2);
- 4.13 the Institute will ensure its meets the requirements and expectations of relevant professional accreditation bodies regarding English language proficiency and the English language proficiency of the Institute's graduates.

5. QUALITY ASSURANCE

To ensure that this policy is fit for purpose and meet the requirements of the HES Threshold Standards the policy will be;

- 5.1 internally endorsed by the Executive Management Team on development or review, prior to approval by Governing Board, or the Academic Board or other delegated authority;
- 5.2 externally reviewed as part of any independent review of the HES Threshold Standards approved by the Governing Board;
- 5.3 internally reviewed by the Responsible Officer every three years from the date of approval (if not earlier);
- 5.4 referenced to the applicable HES threshold Standard and/or other legislation/regulation.

6. FEEDBACK

Feedback or comments on this policy is welcomed by the listed Responsible officers of the Institute.

7. ACKNOWLEDGEMENTS

This policy has been initially developed in reference to:

Australian Universities Quality Agency (AUQA), 2009, *Good Practice Principles for English language proficiency for international students in Australian universities*, Report to the Department of Education, Employment and Workplace Relations, Canberra.

Department of Home Affairs, Student visa English Language Requirements ,

<https://www.homeaffairs.gov.au/Trav/Stud/More/Student-Visa-English-Language-Requirements>

8. VERSION CONTROL

Version	Date approved	Description	Approved by
1.0	18 March 2014	Initial issue	AB
2.0	August 2018	Internal review	AB
Related legislation/ regulation/standard			