



## Australian College of Vocational Studies

(RTO 90857) (CRICOS Provider 02474E)

6 Hunt Street Surry Hills NSW 2010 Phone (02) 9280-4338 or (02) 9319 3777

Email: [info@acvs.com.au](mailto:info@acvs.com.au) Website: [www.acvs.com.au](http://www.acvs.com.au)

### Assessing English Language Proficiency Procedure

All international students must meet the minimum English entry requirements of the course they are applying for. The details are as listed below:

ENTRY REQUIREMENT		
Assessment Level	English Level Requirement	Academic Background
1	<b>No requirements</b>	Successfully completed Year 11 or equivalent (by providing school reports and academic records)
2	<b>No requirements</b>	Successfully completed Year 11 or equivalent (by providing school reports and academic records)
3	<b>5.5 IELTS with no band lower than 5.0.</b>	Successfully completed Year 11 or equivalent (by providing school reports and academic records)
4	<b>6.0 IELTS with no band lower than 5.5</b>	Successfully completed Year 12 or equivalent (by providing school reports and academic records),

The following English Proficiency assessment process is applicable for students who are enrolling Off-shore.

- 1) All students off-shore are required to complete an enrolment form, signed and dated where required and accompanied by verified evidence of qualifications, work experience (if relevant) and IELTS results or proof of an accepted equivalent.
- 2) Upon receipt of the information the Principal or a designated Administration Assistant will review the application and determine if an offer should be made on the basis of the entry requirements for the qualification and with reference to the assessment level requirements available from DIAC which outlines the requirements for English language for each assessment level.
- 3) If the applying off-shore student has satisfactorily met all entry requirements, including English, an unconditional offer will be issued.
- 4) If there are any requirements are not met an offer will be made conditional to the student satisfying the outstanding criteria will be issued instead. All offers must be signed and dated on the application form by the Principal.
- 5) All IELTS examinations provided must have been taken no more than two years prior to the time of application.



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The following English Proficiency assessment process is applicable for students who are enrolling On-shore.

- 1) Students who are applying on shore are required to complete the enrolment form (supplying Australian address and contact details) and forward or return this form in person. When supplying this form they must attached copies of the following documentation:
  - Copies of current Passport and Visa
  - Copies of Qualifications and Transcripts from previous education institute or
  - Copies of completion from ELICOS college in Australia with final results of IELTS test
  - Confirmation of completion from previous education institute
- 2) The Principal of designated Administration Assistant will review the information provided to ensure it meet entry requirements.
- 3) The student will be asked to attend the college for a short interview to confirm their request for enrolment. At this interview the student's English will be assessed through questioning. If there is any doubt about the students English language proficiency the student will be asked to undergo an English Language Proficiency exam.
- 4) If the student is assessed as meeting all English language requirements a letter of offer/written agreement will be issued.