

## ENGLISH LANGUAGE PROFICIENCY AND EDUCATIONAL QUALIFICATIONS POLICY

<b>Source of Obligation</b>	Standard 2.2 of the National Code requires the College to implement a documented policy and process for assessing whether an international student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.
<b>Heatherton Christian College's Policy</b>	It is the College's policy to assess an international student's English language proficiency and educational qualifications during the recruitment process and prior to their enrolment at the College.
<b>Assessing English Language Proficiency</b>	<p>The College uses the following types of assessment to determine whether an intending international student satisfactorily meets the minimum level of English proficiency required for the course:</p> <ul style="list-style-type: none"><li>• the International English Language Testing System (IELTS)</li><li>• Student academic reports</li><li>• Discussion with Education Agent/student's family.</li></ul>
<b>Assessing Educational Qualifications</b>	<p>The College may assess the educational qualifications of an intending international student by requesting:</p> <ul style="list-style-type: none"><li>• educational certificates</li><li>• school reports from the student's home country</li><li>• student academic reports from the school which the international student attended in their home country and/or the school they attend/ed overseas</li></ul>
<b>Record Keeping</b>	The College maintains evidence of compliance with this policy by maintaining records of assessments made in relation to international students and records of international students' educational qualifications. Records will be maintained in accordance with our <u><a href="#">International Students Records Management and Retention Policy</a></u> .