



1.0 **Purpose**

- 1.1 The purpose of this procedure is to define the system used to assess international students' English language proficiency as required by the National Code Standard 2.2 and the BOSTES NSW Guidelines 3.8.

2.0 **Responsibility**

- 2.1 The Admissions Manager is responsible for the implementation of this policy/procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

3.0 **Requirements**

- 3.1 All international students must meet the minimum English entry requirements of the course they are applying for.
- 3.2 Students who apply to enter PBS must provide evidence they have achieved at least one of the following requirements:
 - 3.2.1 Successful completion of an approved English Preparation for High School course at Pal Buddhist School or a selected government or private college; or
 - 3.2.2 An IELTS (International English Language Testing System) score of 5.5 or higher for entry to Year 11 or Year 12 or a score of 5.0 or higher for entry to Years 7-10;
 - 3.2.3 Satisfactory results in another approved English language test, such as AEAS or TOEFL; or
 - 3.2.4 All secondary studies have been conducted in English for a minimum of two years.
- 3.3 The IELTS score provided must have been taken no more than two years before the time of application.
- 3.4 When an IELTS, AEAS or TOEFL score is used to demonstrate English proficiency, that score must have been attained within two years of the date of application.
- 3.5 Students applying for short term Study Abroad programmes up to 12 months do not need to meet the above English requirements, although alternative requirements may apply.

4.0 **Procedure**

- 4.1 All enquiring students will be provided with a student prospectus which includes an application form as well as information on the minimum course entry requirements, along with the 148-ML-PBS Pre-enrolment Information document.
- 4.2 Applicants must complete the application 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 equivalence.
- 4.3 The Admissions Manager must 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 IELTS requirements (refer to Section 3.2) for both on-shore and off-shore processes, prior to issuing an eCoE.
- 4.4 If the applicant has satisfactorily met all entry requirements, including English, an unconditional offer will be issued. If there are any requirements not met, an offer conditional to the student (and parent if <18) satisfying the outstanding criteria will be issued instead. All offers must be signed and dated on the application form by the Admissions Manager and stored in the student's file, along with all supportive documentary evidence described in 4.2.



4.5 If the applicant has not met the outstanding conditions on the offer by the time of payment they will be carried across to the CoE, to be confirmed at Orientation Day.

4.6 On arrival, students needing to pass a placement test in order to meet the English requirement will be tested by a Senior Teacher from the ELICOS department prior to commencing their chosen course. If they successfully pass the test they will be allowed to commence their studies. If they do not pass they will be asked to complete a recommended number of weeks of English prior to the commencement of their principal course.

5.0 Definitions

5.1 Accepted equivalence refers to:

5.1.1 An in-house placement test

5.1.2 Successful completion of English for Academic Purposes 1

5.1.3 Proof of successful completion of Senior Secondary School or a qualification at Cert IV level or higher in Australia within two years of the application

5.1.4 Evidence that the student has studied for at least 5 years in the English medium in any one of the following countries: Australia, New Zealand; the United Kingdom; Canada; the USA; South Africa; the Republic of Ireland

6.0 References

6.1 National Code of Practice 2007 2.2

6.2 BOSTES NSW Guidelines 3.8

7.0 Revision History

Revision	Date	Description of modifications
1.	24/02/2015	Original
2.	20/04/2015	4.1: Pre-enrolment Information added; 4.3: for on-shore and off-shore processes added; 4.4: confirmation of which records are filed



Procedures for assessing student's qualifications, experience and English language proficiency

