SOUTHERN ACADEMY OF
HIGHER EDUCATION

Southern Academy of Higher Education (SAHE)

English Language Proficiency Policy

Table of Contents

1. Policy Statement 3
2. Scope 3
3. Policy Principles 3
4. English Language Requirements 3
5. English Language Support 4
6. Implementation 5
7. Appeals 5

1. Policy Statement

The English Language Proficiency Policy ('the Policy') outlines the Southern Academy of Higher Education's ('SAHE' or 'the Academy') expectations of student's English language proficiency at the point of admission and the requirements for the development and assessment of these proficiencies during their program of study.

1.1 Definitions

For definitions, please refer to the '*Dictionary of Terms'*

2. Scope

This Policy applies to all current and prospective students at SAHE.

3. Policy Principles

a. With reference to academic and English language proficiency, SAHE will uphold the principles that all students seeking to enrol are treated fairly, equitably and based on clearly defined entry criteria in accordance with the SAHE *Admissions Policy and Procedure*.
b. SAHE will support student development of English language skills within units and across their program of study.
c. SAHE will ensure students take an active role to improve their English language proficiency throughout their program of study.
d. SAHE will assess English language proficiency as appropriate at the time of application to a program of study, to support the attainment of competencies contained in the Program Learning Outcomes, the SAHE Graduate Attributes, Professional Accreditation Standards and the Higher Education Standards.

4. English Language Requirements

Southern Academy requires all international students to meet the English language requirements. International applicants will be required to provide evidence showing the satisfaction of one of the following three requirements:

1. Prior Education in English or
2. Proof of English Language through English Language Test results or
3. Completion of English language courses

4.1.Prior education in English

a. Successful completion of one year of tertiary study in Australia (Diploma, Foundation or Higher Education);
b. Successful completion of a Certificate IV in a related field at an Australian institution;
c. Successful completing of the International Baccalaureate (IB) English B Standard Level grade 5 or above, English Higher Level (A1 or A2) grade 4 or above;
d. Students from the following countries who have citizenship or permanent long-term residency (minimum ten years) or have completed senior secondary study or at least one year of full-time university study in one of these countries and the language in which the qualification was undertaken was English:

- American Samoa
- Botswana
- Guyana
- Ireland
- New Zealand
- Nigeria

- Canada
- Fiji
- Ghana
- Tonga
- United States of America
- Zambia
- Jamaica
- Kenya
- Lesotho
- Liberia
- Trinidad and Tobago
- Zimbabwe
- Papua New Guinea
- Singapore
- Solomon Islands
- South Africa
- United Kingdom

e. To verify applicants' English language competency for admission, SAHE requires all applicants to provide proof of citizenship/residency and/or completed secondary or higher education (tertiary) studies in an English-speaking country listed above.

4.2 Proof of English language competency through English language Test Results

a. SAHE accepts the results of various internationally recognised tests of English language proficiency. These requirements are outlined below and will be published on the SAHE website.
b. English language proficiency test results must have been attained no more than two years before the date of application.
c. Student Services Manager assesses and verifies all documents submitted by the students to ensure consistency with relevant legislation and as per the entry requirement mentioned in this Policy.
d. International students without the required level of English at the time of application will be required to satisfactorily complete an appropriate English Language Intensive Course for Overseas Students (ELICOS) program with an accredited provider before being admitted to the Academy.
e. English language requirements (for international students whose secondary education was conducted in a language other than English):

Test	**Acceptable Score**
IELTS	6.0 (or higher) (no component lower than 5.5)
TOEFL (electronic)	213 (or higher) (with a minimum essay rating of 4.5)
TOEFL (internet-based)	80 (or higher) (with a minimum of 19 in all bands)
Pearson (PTE Academic)	50 (or higher) (with all communicative skills scores 50 or above)

4.3 Completion of English language Courses

Applicants can demonstrate proficiency in English if they have completed English Language Intensive Course for Overseas Students (ELICOS) program with an accredited provider before being admitted to the Academy. Certificates of competency must be shown.

International students without the required level of English at the time of application will be required to satisfactorily complete an appropriate English Language Intensive Course for Overseas Students (ELICOS) program with an accredited provider before being admitted to the Academy.

5. Implementation

a. SAHE will ensure that students have access to a carefully designed curriculum and additional English language support services to support the achievement of AQF Level 7 competencies at graduation.
b. Strategies to support English language development will undergo regular evaluation and yearly review and will be monitored and improved, as required, using an evidence-based approach.
c. The Dean and the Teaching and Learning Committee monitor progression and completion rates and annually report to the Academic Board on English language proficiency development strategies of the Academy.

6. Appeals

A student may appeal against a decision made under this Policy. The grounds for appeal are that the decision is inconsistent with this Policy. Appeals will be considered in accordance with the *Student Grievance Management Policy and Procedure*.

7. Record Keeping

It is Student Administration Manager's responsibility to ensure that each student's records must include all details of admission and English language proficiency.

All records created during the application of this Policy and associated procedures will be retained in accordance with the *Records Management Policy*.

Version Control

Version History

Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1.2	Academic Board	4 May 2023	Approved original version	
2	Academic Board		Added details to fill some gaps and to clarify language. Removed items covered in other policies.	

Version	v1.2
Review	The Academic Board will review this Policy in accordance with the Southern Academy of Higher Education *Policy Documents Review Schedule*.
Approving Body	Academic Board
Approval and Effective Date	4 May 2023
Policy Custodian	Dean
Policy Contact	Dean
Higher Education Standards Frameworks (Threshold Standard) 2015 (Cth)	B1.1 "Higher Education Provider" Category Standard 1.3; ss 2 Standard 3.3; ss 4 Standard 7.2; ss 2 e
Benchmarking Institutes	Charles Sturt University La Trobe University Australian National University The University of Wollongong Deakin University James Cook University Australian Catholic University Australian Institute of Higher Education

Related Document	Dictionary of Terms Admissions Policy and Procedure Teaching and Learning Plan Student Code of Conduct Library and Information Services Plan Student Consultation Policy Student Grievance Management Policy and Procedure
Related Legislations	Higher Education Standards Frameworks (Threshold Standard) 2021 (Cth) Education Services for Overseas Student Act 2000 (ESOS) National Code 2018