



# AUSTRALASIA LANGUAGE COLLEGE

CRICOS:02966G

## Initial English Assessment and Placement of Students in Relevant Programs

Document Title	Financial Management Procedures
Version	V1.2
Responsible Officer	DOS
Date Approved	16/07/2018
Date to Review	June 2019
Date Implemented	July 2018
Approved by	DOS
Stakeholders	ELICOS teachers

### 1. Policy

The purpose of this policy and procedure is to address the requirement to have in place that students are enrolled into courses that are suitable to their English Language needs. Australasia Language College has procedures in place to assess student's capacity to undertake their English study program of choice and to place a student into a program of English study appropriate to the student's capacity upon arrival at ALC.

## 2. Procedures

- The Student enrolment form allows the student to nominate a course (General English, EAP or IELTS Preparation) and a course level (Elementary, Pre-Intermediate & Intermediate and Upper-intermediate for General English and Level 1 and Level 2 for EAP and IELTS Preparation).
- In compliance to Standard 2.2 of the National code, Australasia Language College requires all prospective students to complete a [pre-enrolment English](#) test via a link provided on the ALC website <http://www.alcollege.edu.au/about/apply/>.
- After the student completes the pre-enrolment test, the results are sent to the student or agent who can then finalise and submit the Application form.
- The pre-enrolment test merely offers a preliminary assessment of the student's level and does stipulate that the student undertake a placement test on orientation day.
- It is only after completing the placement test that the students are decisively assigned to their classrooms. Students with evidence of English proficiency such as IELTS, TOEFL, CAMBRIDGE etc. are exempted from undertaking the pre-enrolment test.
- Once students have been issued within CoE on payment of fees, they are issued with an Orientation Day Check List detailing documentation and other items that they should bring to ALC on their Orientation day.
- The Orientation Day Check List is emailed to the student's email address provided on the student's application form.
- Students are also referred to ALC's online Student Survival Manual to access information regarding documentation that they should provide on their Orientation day.
- The Orientation Day Check List specifies ' Evidence of previous English award (for example IELTS test, TOEFL test, certificate from other English college).
- On Orientation Day, previous English level certificates are photocopied, noted on the student's 'New Student Information Form' and added to the student's file.
- All new students must complete ALC's placement test to;
  - confirm that a student's English proficiency is suitable to the course nominated on the student's application form
  - to determine a suitable entry level for students who do not have previous evidence of English proficiency.



# AUSTRALASIA LANGUAGE COLLEGE

CRICOS:02966G

- The placement test consists of four components;
  - A written component
  - A reading comprehension component
  - A grammar component
  - an oral interview with the Director of Studies or qualified teacher using the Placement Oral Interview Question List
- If a student's performance in the placement test indicates an English level lower than that indicated on his/her previous English level certificate, if supplied, the student will be referred to the Director of Studies who will;
  - carry out an in-depth interview with the student
  - request the student to complete Placement test - Option B
- Based on the result of this retest and interview, the student will be placed in a class appropriate to his/ her level.
- The DoS will provide counselling to the student about the importance of being placed in a class appropriate to a student's entry proficiency level if he/ she is dissatisfied with his/ her placement.
- The student's teacher will be asked to monitor the student's performance during the first week of study to confirm that the student has been correctly placed.
- If the teacher determines that the student has been misplaced, the he/she will be moved to a class more appropriate to the student's proficiency entry level after the first week of study.
- The class teacher is to monitor all new students on an ongoing basis to determine if students have been correctly placed according to their entry English proficiency level.
- If a teacher determines that any new student has been misplaced, i.e. requires either a higher or lower level class, the teacher
  - discusses the issue with the student
  - completes a Change of Class Form
  - passes the form to the DoS and seeks approval for the student to change class.
- The student will be moved to the new class on the Monday following the request for transfer, if approved.



# AUSTRALASIA LANGUAGE COLLEGE

CRICOS:02966G

- If a student is unhappy with his/ her class placement or movement to another class level, the student may access ALC's Complaints & Appeals Process.

### **3. Pro-forma and supporting documents**

- Student Enrolment Form
- Orientation Day Check List
- New Student Information Form
- Placement Test
- Placement Oral Interview Question List
- Student Class Transfer Request Form