

## A106 English Language Proficiency Procedure

<b>Policy Category</b>	Academic	
<b>Responsible Officer</b>	Academic Dean	
<b>Review Date</b>	April 2025	
<b>Related documents</b>	Admissions Policy Admissions Procedures English Language Proficiency Policy Information for Students Policy	
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>
1.2	Academic Board	28/01/2022

This Procedure implements the Australian Institute of Business Intelligence (the 'Institute's) *English Language Proficiency Policy*.

### 1. Scope

This Procedure applies to overseas and domestic applicants for admission into all Institute courses who have not studied at secondary school level in English.

### 2. Definitions

English language proficiency: the ability to successfully use the English language to communicate meaning in an academic and discipline context, in both verbal and written form.

Course: a course of study, comprising subjects of study, the successful completion of which results in the awarding of a qualification, such as a bachelor's degree.

### 3. Procedure

Applicants to an Institute course need to provide evidence to demonstrate the required level of English proficiency refer to *English Language Proficiency Policy*.

Applicants who cannot demonstrate the required level of English proficiency will be provided a further opportunity to provide the required evidence and/or will be advised how they can meet the level required.

To facilitate all students continuing to develop an appropriate level of English language proficiency to meet graduate outcomes, the Institute will provide the following support measures:

- targeted workshops, mentoring and tutoring;

- the integration of English language skills in curriculum design and assessment practices; and
- a learning culture which supports and values the development of students' verbal and written language competency.

#### 4. Appeals

Appeals concerning any decision taken in relation to this Procedure should be made under the relevant *Complaints and Appeals Policy*, which can be accessed from the Institute's website. Overseas students may lodge an appeal with the Overseas Students Ombudsman.

#### 5. References

*Higher Education Standards Framework (Threshold Standards) 2021* – Part A, Standards 1.1, 1.3

National Code of Practice for Providers of Education and Training to Overseas Students 2018, Standard 2

*Australian Qualifications Framework*

#### 6. Acknowledgements

In developing this Procedure, AIBI HE acknowledges:

- TEQSA's Glossary of Terms

#### Document History:

Version	Date	Author	Reason	Sections
0.1	14/9/2017		Incorporated Academic Board feedback from AB minutes 14 Sept 2017	All
1.0	27/3/18	Stephen Andrews	Revised in response to Academic Board feedback 26/2/18, and approved Policy Development and Review Framework	All
1.1	30/12/2019	Philippa Ryan	Amended to reflect new trading name 'Waratah Institute'.	All
1.2	28/01/2022	Zoe Williams	Amended to reflect new corporate name Australian Institute of Business Intelligence; abbreviated to the Institute and new logo; and updated references to the Higher	All

			Education Standards Framework 2021	
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