



# English Language Proficiency Policy and Procedure

## Scope & Purpose

This policy and procedure applies to all members of the Russo Business School higher education community who are involved in higher education admission and academic decisions relating to the English Language Proficiency (ELP) of international students.

It sets out the policy, process and strategies and responsibilities in relation to the development of English language proficiency.

## Definitions

**Course** is an appropriate suite and sequence of subjects that meets the requirements and specifications of the relevant level of the *Australian Qualification Framework AQF 2<sup>nd</sup> ed, 2013* and which leads to the conferral of an award. For example, a Diploma of Business.

**English Language Proficiency (ELP)** is the ability of students to use the English language to comprehend and communicate effectively in verbal and written contexts.

**International student** means a person (whether within or outside Australia) who has been admitted to a RBS course and holds a student visa. For the purpose of this policy and procedure, any reference to a student is referring to an International student.

## Policy

Russo Business School is committed to ensuring that its international students have an appropriate level of ELP on admission to its courses as it is critical for academic success. Higher education courses are conducted in upper-intermediate, advanced and fluent levels of English. Students are expected to be able to comprehend, learn and communicate effectively during their studies. ELP will be further developed throughout the course to achieve the required level of discipline-specific ELP to contribute to a student's further studies at University level and/or professional work environment on graduation.

Russo Business School will:

- a. Recognise and respect diversity of cultural and linguistic backgrounds of all students including Aboriginal and Torres Strait Islander, international and domestic students
- b. Provide support for ELP by directing students at risk to the Resource Centre or third-party English language programs
- c. Ensure that admission standards for ELP are set at levels that allow students to participate effectively and succeed in their studies.

### Implementation

The Academic Board will ensure that ELP is monitored via reports from the Learning and Teaching Committee. The Dean of Studies is responsible for implementing this policy supported by the below strategies and ensuring that ELP is appropriately included in curriculum design and assessment, and that support is provided to students to achieve the required levels of ELP.

### **Strategies for the Development of English Language Proficiency**

Russo Business School aims to assist all students undertaking study at Russo Business School to be well prepared for their University studies in terms of ELP. Russo Business School does this through the implementation of a number of key strategies:

<b>Strategy</b>	<b>Responsibility</b>
Setting, approving and reviewing appropriate, benchmarked English language entry standards for the course.	Academic Board
Implementing and undertaking diagnostic testing of ELP at study period commencement for all new students. (For example BSKB during Orientation, the results of which are to be also provided to the teaching staff of the Academic and Business Skills Development subject.)	Manager Teaching and Learning (JCU-Brisbane) (or Dean of Studies)
<ul style="list-style-type: none"> <li>i. Delivering a free interactive English language class for the first 5 weeks of each study period for students achieving below a designated level on the diagnostic test in orientation.</li> <li>ii. Integrating a Literacy Quiz within the subject RH1000 Academic and Business Skills Development to identify any students who may need extra English support throughout the study.</li> </ul>	Manager Teaching and Learning (JCU-Brisbane) (also Unipath English language teaching staff)
<ul style="list-style-type: none"> <li>i. Ensuring students understand their responsibilities in continuing to develop their ELP throughout their studies by: Encouraging academic and professional staff to promote the use of English language among students at most times. Explaining this responsibility during Orientation;</li> <li>ii. Placing posters reminding students of this responsibility throughout Campus buildings. (Joint effort of Education Group);</li> <li>iii. Placing this information on RBS LMS (iLearn)</li> </ul>	<p>Dean of Studies</p> <p>All relevant academic staff for the course</p> <p>Campus Operations staff</p>

## Procedure

This procedure supports the English Language Proficiency Progression Policy and describes the actions Russo Business School will take to systematically support an international student in their development of English Language Proficiency identified under the terms of the Policy.

Russo Business School will ensure that:

- a. Access to appropriate resources is provided to enable the development of ELP and communication skills through the Resource Centre
- b. The strategies are applied
- c. Staff are assisted in programs where there are diverse cultural and linguistic backgrounds.

Students are responsible for:

- a. Seeking assistance with ELP
- b. Acting on feedback provided by staff
- c. Making use of the available support and resources provided by Russo Business School

Academic Staff are responsible for:

- a. Monitoring and identifying students who need support with ELP
- b. Advising students of the support available
- c. Developing discipline-specific ELP of their students
- d. Providing feedback to students on developing their communications skills
- e. Ensuring learning outcomes articulate the achievement of ELP and communication skills.

The Dean of Studies is responsible for integrating ELP into curriculum design and assessment practices that foster and assess students' development and achievement of communication skills that are embedded within the course learning outcomes and graduate attributes, as required under the Australian Qualifications Framework (AQF) and the Threshold Standards 2021.

Learning outcomes and assessment will take account of the specific discipline needs of the course, the profession, employers and further study. Specific units may be targeted to explicitly address communication skills, including ELP, that provide assessment across a diverse range of contexts. Early assessment strategies will be used to identify students at risk. Russo Business School ensures that graduate attributes are developed that include ELP and effective communication.

### *Admissions*

Russo Business School will set ELP entry requirements at appropriate standards that allow students to participate effectively and successfully in their studies. The Learning and Teaching Committee will monitor student progress and report to the Academic Board to ensure the entry requirements remain appropriate.

### *Appeals*

If a student is not satisfied with a decision related to ELP, they may seek an appeal as outlined in the Student Complaints and Appeals Policy and Procedure.

## Related legislation and standards to be read in conjunction with

[Australian Qualifications Framework \(2<sup>nd</sup> ed, January 2013\)](#)

[Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)

[Educational Services for Overseas Students Act 2000 \(ESOS Act\)](#)

[Higher Education Standards Framework \(Threshold Standards\) 2021 National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

[Tertiary Education Quality and Standards Agency Act 2011 \(TEQSA Act 2011\)](#)

## Related documents

*Admissions Policy*

*Recognition of Prior Learning and Articulation Policy*

*Student Complaints & Appeals Policy*

*Teaching and Learning Plan*

## Delegation

Delegated Authority	Delegation
<b>Governance</b>	
Academic Board	Refer to the Terms of Reference
Learning and Teaching Committee	Refer to the Terms of Reference
<b>Executives</b>	
Executive Dean	Relevant to Accountability Statement
<b>Management</b>	
Dean of Studies	Relevant to Accountability Statement
Academic Support Staff – Adviser/Lecturers	Relevant to Accountability Statement
<b>Operatives</b>	
Student Administration and Student Support	Relevant to Accountability Statement

## Version Control

Policy & Procedure Version No	Policy & Procedure Sponsor	Approval Authority	Date of Approval	Date for next review
1/2014	Ms Kathleen Newcombe	Academic Board	9/10/2014	9/10/2015
2/2015	Dr Elizabeth O'Brien Executive Dean, Russo Business School	Academic Board	23/11/2015	23/11/2016
3/2016	Dr Elizabeth O'Brien Executive Dean, Russo Business School	Academic Board	26/7/2016	26/7/2016
4/2016	Dr Elizabeth O'Brien Executive Dean, Russo Business School	Academic Board	7/10/2016	7/10/2017
5/2018	Dr Paul Greenfield Executive Dean	Academic Board	25/06/2018	25/06/2019
6/2020	Ms Kathleen Newcombe CEO (Education Group)	Academic Board (Minor Amendment)	3/6/2020	3/6/2021

7/2022	Ms Kathleen Newcombe CEO (Education Group)	Academic Board	13/06/2022	13/06/2024
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