Written Entry Requirements Policy

Policy Release Details

Date of Policy
March 2015

Approved by Board
Date March 2015 (via Principal)

Review Date
When necessary to take account of new laws and technology, changes to College’s operations and practices and to make sure it remains appropriate to the changing environment.

Policy

1) Christian Outreach College Toowoomba will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.

2) Applications for enrolment must be made on College's Overseas Student Application form. This must be correctly completed, and must be accompanied by the following documents to support the application:
   a) Copies of Student Reports from the previous year of study, including a copy of the most recent report
   b) A completed Reference Form from the student’s current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies
   c) A completed Subject Choices Form if appropriate
   d) Appropriate proof of identity and age
   e) Written evidence of proficiency in English as a second language
   f) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
   g) Application Fee
   h) Application for Course Credit if School grants Course Credit
      i. Christian Outreach College Toowoomba will only grant Course Credit when the student is transferring from an Australian Education Provider

3) Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.

4) An application for enrolment can only be processed when all of the above have been submitted to the Enrolments Officer.

5) Applications from overseas students are processed according to established policy and procedures, and are dealt with on their merits.

6) Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.
7) Minimum academic and English language requirements follows:

**Minimum academic and language requirements for overseas students**

**Academic Requirements**

Students must provide evidence of satisfactory academic performance appropriate to entry to the Year level requested on the Application for Enrolment or offered as an alternative point of entry by the school in a Letter of Offer.

a) For Primary School:
   i) Evidence of application to school work and age-appropriate achievement
   ii) in literacy and numeracy areas of the curriculum
b) For Year 7 – 12 students:
   i) A pass level or “C” grade or better for the majority of core subjects

**English Language Proficiency Requirements**

1) Christian Outreach College Toowoomba requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This is a requirement under the 2007 National Code of Practice, Section D Standard 2.

2) Christian Outreach College Toowoomba accepts results from any internationally recognised English Proficiency test that can be matched EITHER to The European Common Framework of Reference for Languages (CEF) OR to The Australian NLLIA ESL Bandscales. Examples of such tests would be University of Cambridge First Certificate in English or Preliminary English Test.

3) If applicable, the school can assess evidence of English language proficiency presented by a student at the time of application: This evidence may be presented as previous study in English as the medium of instruction or as results of an acceptable English language proficiency test.

4) Christian Outreach College Toowoomba accepts results from the following test instruments:

<table>
<thead>
<tr>
<th>Acceptable Test</th>
<th>Minimum Test Result</th>
<th>For Entry to Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLLIA ESL Bandscale</td>
<td>4+</td>
<td>Year 8-9</td>
</tr>
<tr>
<td>NLLIA ESL Bandscale</td>
<td>5</td>
<td>Year 10-12</td>
</tr>
<tr>
<td>CEF Level</td>
<td>B1</td>
<td>Year 8-9</td>
</tr>
<tr>
<td>CEF Level</td>
<td>B2</td>
<td>Year 10-12</td>
</tr>
</tbody>
</table>

1) Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before attending the College.

2) All secondary students are required to attend regularly timetabled ESL classes unless their English language proficiency is at NLLIA Bandscale level 6 (CEF C1) or higher. This is to ensure that they gain maximum benefit from their studies in Australia.
3) Students wishing to enter the school below year 10 level are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.

Years 4-6

The English language proficiency of students wishing to enter the College in these year levels is assessed individually from the content of their school reports and the results of an international English proficiency test such as the Cambridge Young Learners tests will also be taken into consideration.

In addition, their English proficiency may be assessed on their arrival at the College. Depending on their year level, they may be required to undertake an intensive English language course at an outside institution before entry into mainstream studies at the College. To ensure that they gain maximum benefit from their studies in Australia our primary students participate in full immersion within their class with extra help available through our Student Support Staff.

Years Prep to 3

Assessment of students wishing to enter these year levels is largely informal. In most cases, students will attend mainstream classes from the beginning, and do not require additional ESL classes.

Study Tour/Short Courses

Students may attend the College for periods of time less than one semester in length in a study tour capacity. They immerse into classes and experience an Australian education. English language proficiency will help to ensure that they gain maximum benefit from their studies in Australia results from the above tests will apply to their application.

Depending on the student's age and level of proficiency, the student may be required to undertake an intensive English language course on arrival at an outside institution. Attendance of ESL classes will be assessed on a case by case basis by the discretion of the Principal and exchange school.

Note:

It is strongly recommended that students continue to receive support from the ESL teacher until they reach the top end of NLLIA Bandscale, level 6 to ensure that they receive the maximum English language help whilst at Christian Outreach College Toowoomba.