

# English Language Proficiency Policy

Policy Category	Academic		
Policy Owner	General Manager IGI		
Responsible for Implementation	Dean		
Review Date (2 years)	October 2025		
Relevant to	IGI students, IGI staff		
Related Documents	Admissions Policy Admissions Procedure Student Support Policy Student Support Procedure		
<b>Version</b>	<b>Authorised by</b>	<b>Approval Date</b>	<b>Effective date</b>
1.1	Academic Board	10 Oct 2023	10 Oct 2023

## 1. Purpose

The English Language Proficiency Policy ('policy') specifies IGI's approach to ensuring that students have an appropriate level of English to participate and meet the demands of their course of study.

## 2. Definitions

Definitions	
<b>Admission</b>	The procedures and processes involved when enrolling a student into IGI courses.
<b>Course</b>	A course of study comprising units of study, which, when successfully completed, results in awarding a qualification, such as a bachelor's degree.
<b>English Language Proficiency</b>	The student's ability to successfully use the English Language to communicate in an academic and discipline context.
<b>Enrolment</b>	The period during which an IGI student progresses through the course to complete all course requirements, including the scheduled breaks between study periods.
<b>Prospective student</b>	A person who intends to enrol or has taken steps towards enrolling in an IGI course.

## 3. Scope

This Policy applies to current and prospective students.

## 4. Policy statement

- 4.1. IGI's courses are available to students from a wide range of backgrounds, cultures and languages. It recognises that students must be adequately competent in the English language to participate effectively in, and meet the demands of their course of study, and be successful in their chosen career.

- 4.2. IGI has mechanisms in place to ensure students have an appropriate level of English, continue to improve their language skills and to identify students who may need ongoing English language support throughout their studies.

## 5. Principles

- 5.1. All prospective students are required to meet the specified English language proficiency requirements prior to admission to a course.
- 5.2. IGI recognises that not all students are equally proficient in English and provides assistance and learning resources to support all students throughout their studies. The full range of student support available is outlined in the Student Support Procedure.
- 5.3. English language proficiency is progressively developed and maintained throughout the students' studies by integrating English language skills into curriculum design, assessment practices, and course and unit delivery.
- 5.4. Professional development opportunities are provided for academic staff in relation to developing students' English language proficiency.
- 5.5. There are co-curricular activities relevant to the English language proficiency development needs of particular students and cohorts.
- 5.6. IGI monitors and reviews student performance data to ensure English language requirements are adequate and conform to best practice.

## 6. Responsibilities

- 6.1. The Learning, Teaching and Student Outcomes Committee is responsible for:
- monitoring student performance data to ensure English language requirements are adequate; and
  - making recommendations for improvement and determining support mechanisms that respond to identified needs of student cohorts.
- 6.2. The Dean is the owner of this policy and oversees the implementation of this policy and academic support matters.
- 6.3. The Registrar (or delegate) is responsible for assessing prospective students' evidence of English language proficiency.
- 6.4. Students are responsible for:
- the ongoing development of their own English language proficiency and discipline-specific language requirements; and
  - seeking support services at any time in the student lifecycle.

## 7. References

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (The National Code)
- TEQSA Guidance Note: Admissions (Coursework)

## 8. Document History

Version	Date	Author	Reason	Sections
1.0	Jun 2022	PBL Education	New policy	All
1.1	Oct 2023	IGI	Rebrand and review	All