

		Ref No.	5 - 02
		Version No.	6
		Date Issued	10 June 2010
Title	<b>ENGLISH LANGUAGE PROFICIENCY</b>		
Responsibility	<b>Academic Quality Programme Manager</b>		

## 1. PURPOSE

To establish a consistent process through which Telford can be satisfied that all non-English-speaking background (NESB) students have attained the required minimum level of English language proficiency necessary for them to participate effectively in their chosen programme of study.

## 2. APPLICATION

This Policy and Procedure applies to prospective students who are born overseas and have English as another language. It also applies to overseas students with resident New Zealand status who come from non-English-speaking backgrounds and/or whose prior education was not delivered through the medium of the English language.

## 3. DEFINITIONS

### **International English Language Testing System (IELTS)**

IELTS is an impartial, independent and worldwide English language testing system, developed in the UK. Two versions are available to students: the General Training Version (GTV) and the Academic Version (AV). Scores ranging from 0-9 are awarded for the individual reading, writing, speaking and listening modules, with 0 indicating non-attempt. Individual module scores 0-9 are averaged to arrive at an overall band score.

### **Test of English as a Foreign Language (TOEFL)**

TOEFL is an impartial, independent and worldwide English language testing system, developed in the USA. Individual section scores ranging from 20-68 are awarded for listening comprehension, reading comprehension and structure and written expression, in addition to a total score which is the sum of the section scores multiplied by a factor of 3.3. The total score ranges from 200 to 677. Extra examinations offered in addition to the TOEFL examination are the Test of Written English (TWE) with scores ranging from 1 to 6, and the Test of Spoken English (TSE) with scores ranging from 20 to 60.

## 4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the relevant provisions of the Education Act 1989 and its Amendments; and with the *Code of Practice for the Pastoral Care of International Students* (2002 and 2003) and associated *Guidelines to Support the Code* (September 2003).

## 5. POLICY

- 5.1 This policy applies to all international and/or NESB students seeking to enrol in a Telford programme, including programmes delivered by a contracted provider.
- 5.2 The Academic Director has overall responsibility for assessing the eligibility of international and/or NESB students to enrol in Telford programmes.

- 5.3 It is recognised that differing minimum levels of English proficiency may be required, given the different level and scope of programmes eg. short courses cf. full-year programmes; certificate cf. diploma; skills (trade) based cf. knowledge based programmes etc; and that consequently, some flexibility of approach may be necessary.
- 5.4 Minimum English language proficiency requirements are to be brought to the attention of all prospective students on relevant printed course and enrolment information material. The Academic Director will communicate Telford's requirements to contracted providers.
- 5.5 In compliance with the Ministry of Education *Code of Practice*, minimum language requirements are brought to the attention of any and all agents and partner institutions recruiting students into Telford programmes. *[If and where applicable to Telford.]*
- 5.6 Options to satisfying English language proficiency requirements are given as follows:

Students may satisfy the English language proficiency requirements for their chosen programme of study if they:

- Have gained a prior qualification in an institution in which English is the language of instruction; *or*
- Have attained the required level in either of the two internationally recognised English language assessments listed as follows, within two years prior to date of application.

IELTS	5.5 score on the Academic Version
TOEFL	525 plus TWE 4.5

\* Appropriate Computer-Based TOEFL scores are also accepted.

- 5.7 Telford staff and contracted providers should not make any commitment to enrolling international and/or NESB students, without first ensuring that all English language proficiency standards have been met.
- 5.8 Any international student enrolled in a Telford programme who is experiencing problems with English, should contact the Literacy/Numeracy Tutor in the first instance.

## 6. PROCEDURE

- 6.1 Prospective International students are required to complete Enrolment Form for International Students in addition to the standard Telford Enrolment Form.
- 6.2 NSEB students are identified with the standard Telford Enrolment Form.
- 6.3 The Academic Director will evaluate proficiency and advise the Programme Coordinator of the eligibility/non-eligibility international/NESB student.

## 7. RECORD MANAGEMENT

Record	Responsibility	Filed	Retention Time
Record of assessment/study/qualification	Administration	Student file	Indefinitely

## 8. ASSOCIATED DOCUMENTS

Nil.

<b>REVISION HISTORY</b>			
<b>Version</b>	<b>Description of Change</b>	<b>Author</b>	<b>Effective Date</b>
1	New Document	External Consultant	April 2004
2	Triennial Review	QMS Team	September 2006
3	“Alignment of the QMS with actual practices at Telford in response to the ITP Quality Audit Report, April 2007. Clause 8 added. Minor editing and reformatting. No changes to content.”	QMS Policy Review Committee	1 March 2008
4	Triennial Review – minor changes	QMS Policy Review Committee	17 September 2009
5	IELTS change	QMS Policy Review Committee	4 February 2010
6	Clauses 5.1, 5.4 and 5.7 amended to include contracted delivery.	Academic Director	10 June 2010