# English Language Proficiency Policy

## Policy

Blue Mountains International Hotel Management School Pty Limited (BMIHMS PL) trading as Blue Mountains International Hotel Management School (BMIHMS) to be known as ‘the School’ is governed by the Higher Education Board (HEB) and committed to improving the English language proficiency of students for whom English is a second or other language, and to meeting the requirements in accordance with the following legislation and standards:

- [Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2001 (ESOS)](https://www.esos.gov.au/)

The Threshold Standards require that BMIHMS as a high education provider ensures that students are sufficiently competent in the English Language. An ability to communicate well in English is essential to enable students to attain key graduate attributes at the completion of their course of study (see Higher Education Standards Framework (Threshold Standards) Course Accreditation Standards 1.2, 3.2 and 5.6).

## Coverage

This policy and procedure applies to Quality Assured (QA) delivery of accredited BMIHMS programs at the following campuses:

- Australia (Leura, Sydney)
- China (STFI)
- Malaysia (INTI)

If applicable, this policy and procedure will also apply in future, wherever QA BMIHMS programs are approved for delivery elsewhere in Australia or overseas.

## Purpose and Scope

This policy sets out BMIHMS’ approach to:

- English language proficiency requirements and assessment for admission to BMIHMS programs;
- the development of both domestic and international students’ English language competence to a professional level over the duration of their course.

## Responsibilities

**Manager, Admissions:** to ensure that measures outlined in the policy in relation to student admission requirements are effected and to ensure the maintenance of student records in relation to English language assessments and support.

**Coordinator:** under the direction of the Head of School/Director of Academic Affairs, to identify students who require English language support at the beginning of their course of study, and to ensure those students are adequately supported throughout their course of study.

**Director of Quality, Planning & Registration:** to ensure the English Language Proficiency Policy meets regulatory requirements and to monitor the implementation of the policy.

**Director Sales and Marketing:** to ensure that prospective students are advised on English Language requirements and evidence requirements.

**Head of School/Director of Academic Affairs:** to ensure measures as outlined in the policy are in place to support and promote students’ effective participation in their course of study.
**Glossary**

TSP: Targeted Support Program

OPT: Objective Placement Test

IES: Integrated English Support

**English Language Proficiency:** ‘the ability of students to use the English language to make and communicate meaning in spoken and written contexts while completing their course of study.’
(Source: TEQSA glossary of terms)

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**Principles**

- Through its [Admission Requirements and Student Selection Policy](#), BMIHMS ensures that students are able to meet the language demands of tertiary study. However, entry standards such as IELTS (International English Language Testing System) scores are starting points for academic and professional literacy development, rather than end-points.
- BMIHMS, as an *international* Hotel Management School, is committed to maintaining its international student body and faculty as well as the internationalisation of its curriculum. The diversity of the student body means that not all students will be equally competent in English; however, when supported in their studies, students for whom English is a second or third language will continue to develop language competence throughout their studies.
- BMIHMS has a responsibility to ensure that all students develop a level of English language competence that will allow them to participate effectively and productively in their courses and to graduate with a professional level of English language competence.
- BMIHMS has adopted a proactive approach to English language support by assessing all students on entry and providing a program of targeted support where required. BMIHMS uses internationally developed and benchmarked assessments, learning materials and both online and face to face support strategies to support students’ English language development.
- BMIHMS provides a supportive social and academic environment which promotes students’ oral, as well as written, language development.
- BMIHMS recognises that language development is integral to the development of discipline-based knowledge. All staff, therefore, share the responsibility for teaching the English language skills of their specific discipline areas to the students in their courses.
- BMIHMS encourages students to take responsibility for their own language development by taking advantage of learning resources which are offered, and acting on feedback, so that they strengthen and extend their language knowledge and skills.
- BMIHMS recognises that English language competence and communication are essential graduate attributes for all students. English language skills are developed and maintained through systematic integration within curriculum design, assessment practices and course delivery.
- BMIHMS, as a Higher Education Provider, is committed to meeting the requirements of the [Higher Education Standards Framework (2011)](#) in relation to English language requirements.

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**Admission: English Language Requirements and equivalences**

- All students must be sufficiently competent in the English language to participate effectively in the course of study.
- English language entry requirements must be met by all students prior to admission.
- Undergraduate students who do not meet the required English language standard may be admitted at an IELTS equivalent level not less than .5 below the specified entry level, provided that they agree to undertake compulsory English language studies in conjunction with their program of study for a minimum of two terms and subject to satisfactory progress...
in their course. Before going out on Industry Placement students must obtain an IELTS 6 (or equivalent). Students who fail to obtain an IELTS 6 (or equivalent) will be required to withdraw from the current undergraduate course and enrol in an English Language Program. Once an IELTS 6 (or equivalent) has been obtained, the student will be granted advanced standing to continue their studies in the undergraduate program. It should be noted that student visa requirements must also be met and that these may be specific in relation to English language requirements at admission.

- Examples of accepted equivalences for English language proficiency are provided below:
  - Any equivalences specified by the Department of Immigration and Border Protection (DIBP) in relation to student visas;
  - TOEFL – Internet 60, paper 550;
  - PTE Academic – 50;
  - Cambridge English Advanced (CAE) – 52;
  - Australian Higher School Certificate – At least a grade 5 in the ESL unit and a grade 4 in English General unit;
  - Tertiary qualifications – from a recognised institution where the language of instruction is English within two years prior to commencement;
  - Tertiary studies – in a country in which English is the official language, for a minimum duration of two years and within two years prior to commencement;
  - General Certificate of Education – GCE A level general English with a C grade or above or GCE O level C6 or above within two years prior to commencement;
  - International Baccalaureate - a minimum of 4 in English A1 or A2;
  - Norway Vitemo – an English grade of 4 or above;
  - Sweden Upper Secondary School – English VG grade or above.

- Students who cannot provide evidence of their English language proficiency (for example, in the form of an IELTS result) must take the Laureate English Program’s Objective Placement Test (OPT), and achieve the required score, in order to prove their proficiency. Details of the OPT and sitting arrangements are available through the Manager, Admissions.

- If an applicant has met all other admission requirements but does not meet the requirements for English language, the applicant may be admitted to the English Language Program offered by Academies Australia Pty Ltd at BMIHMS for a period of 10-30 weeks depending on proficiency and aptitude. Students automatically progress to BMIHMS programs upon obtaining the required minimum level of English language proficiency.

- If an applicant is unable to secure an IELTS or equivalent test date within the time required to obtain a student visa, they may enrol in a package program of 30 weeks English language leading into the BMIHMS program. An offshore test will be administered to determine the length of the English language program required.

### English Language Support

- All new students sit an English language diagnostic test during Orientation Week to identify areas where language support is required.

- Students identified as requiring English language support are interviewed (needs analysis), and given targeted programs to help them participate effectively in their course of study. In the first instance, this consists of two terms of compulsory English language tuition (Integrated English Support).

- If a student is not able to make sufficient progress in his or her English language proficiency to be able to participate effectively in his or her course of study, that student shall be subject to the conditions set out in the Academic Progress and Intervention Policy and Procedure (and may, for example, require an adjustment to his or her academic load in order to undertake remedial English language study).
- All students who enter IES are given progress tests prior to commencement of Industry Practicum.
- All students for whom English is a second or other language are tested in their final semester of study.
- All students for whom English is a second or other language are awarded a Certificate of English Language Proficiency, stating the results of all English proficiency tests undertaken during their courses of study.

**Associated Forms**

N/A

**Related Information**

- **Academic Progress and Intervention Policy and Procedure**
- **Admission Requirements and Student Selection Policy and Procedure**
- **Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2001 (ESOS)**
- **National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (The National Code)**
- **Tertiary Education and Quality and Standards Agency Act 2011 (TEQSA)**

**Review**

Policies and procedures are reviewed on a yearly basis. Staff can submit recommendations for change on the Improvement Request Form.

**Comments**

- **December 2012:** New Policy developed
- **August 2013:** Updated Student Visa English Language Requirements as per the DIAC website
- **May 2014:** Responsibilities (titles) updated; DIAC changed to DIBP; policy ownership changed from DQPR to HOS/DAA; hyperlinks added.
- **November 2014:** Policy text edited to include BMIHMS PL; added reference to BMIHMS as ‘the School’; hyperlinks added.
- **December 2014:** Definition of English Language Proficiency added to glossary; reference made in policy statement to Threshold Standards; ‘procedure’ section reorganised under separate headings of ‘Principles’, ‘Admission’ and ‘English Language Support’.
- **January 2015:** Update English Requirements before going on IP, include campus logos under ‘Coverage’

**Approvals**

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