



# PENINSULA

GRAMMAR

## ENGLISH LANGUAGE PROFICIENCY EDUCATIONAL QUALIFICATIONS POLICY

### SOURCE OF OBLIGATION

Standard 2.2 of the National Code requires the School to implement a documented policy and process for assessing whether an international student's English language proficiency, educational qualifications or work experience is sufficient to enable them to enter the course.

### PENINSULA GRAMMAR'S POLICY

It is the School's policy to assess an international student's English language proficiency and educational qualifications during the recruitment process and prior to their enrolment at the School.

### ASSESSING ENGLISH LANGUAGE PROFICIENCY

The School uses the following types of assessment to determine whether an intending international student satisfactorily meets the minimum level of English proficiency required for the course:

- the Australian Education Assessment Services (AEAS) English Language Proficiency Test
- the International English Language Testing System (IELTS)
- interviews.

### ASSESSING EDUCATIONAL QUALIFICATIONS

The School may assess the educational qualifications of an intending international student by requesting:

- school reports from the student's home country
- student academic reports from the school which the international student attended in their home country and/or the school they attend/ed overseas.

### RECORD KEEPING

The School maintains evidence of compliance with this policy by maintaining records of assessments made in relation to international students. Records will be maintained in accordance with our International Students Records Management and Retention Policy.

### REVIEW OF POLICY

This policy is to be reviewed, approved and endorsed annually.

Last review November 2018.

Review is to be undertaken prior to November 2019.



### ENQUIRIES

Please direct all policy enquiries to:

**The Business Manager** BUSINESS OFFICE

03 9788 7706 | f: 03 9787 7646