



English Language Proficiency and Support Policy

1. Purpose

- 1.1 To ensure students and staff of Western Sydney University International College (WSUIC) are clear on the general principles and strategies that underpin the effective development and assessment of English language proficiency of its students.
- 1.2 This policy has been developed to meet the following legislative and regulatory compliance requirements:
 - 1.2.1 Education Services for Overseas Students Act 2000 (ESOS) and Regulations 2001 (ESOS)
 - 1.2.2 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
 - 1.2.3 Higher Education Standards Framework (Threshold Standards) 2015
- 1.3 The Higher Education Standards Framework requires WSUIC, as a higher education provider, to ensure that students are sufficiently competent in the English language to successfully undertake their chosen course. The ability to communicate well in English is essential to enable students to attain key graduate attributes at the completion of their course of study and to successfully articulate into, and succeed in, their chosen Bachelor's qualification at Western Sydney University (WSU).

2. Scope

This policy applies to all students applying for admission to or currently enrolled in Foundation Studies and Diploma courses at WSUIC.

3. Definitions

"At Risk"

A student who, because of unsatisfactory academic progress, has been identified as requiring intervention. Students who are identified as being "At Risk" are contacted by WSUIC, advised of their status, and offered support options to help them improve their academic performance.



4. Policy Statement

- 4.1 WSUIC is responsible for ensuring its students are sufficiently competent in the English language to enable them to participate effectively in and succeed in their university pathway studies.
- 4.2 WSUIC will provide a supportive, social and academic environment which promotes students' oral, reading and written English language development.
- 4.3 WSUIC recognises that English language proficiency and communication skills are key graduate outcomes for students and are associated with academic success and retention.
- 4.4 WSUIC will ensure that Academic English language skills are embedded into all courses and activities, and that their English language capabilities and confidence are consistently and effectively developed.
- 4.5 WSUIC recognises that language development is integral to the development of discipline-based knowledge. All teaching staff, therefore, will share the responsibility for teaching the English language skills of their specific discipline areas to the students in the specific context of the discipline(s) taught.
- 4.6 WSUIC will encourage students to take responsibility for their own language development by fostering their use of the learning resources which are offered, and by assisting them to act on the feedback provided so that they strengthen and extend their language knowledge and skills.
- 4.7 English language support classes for current students may be provided free of charge by WSUIC.

5. Admission

- 5.1 All students must be sufficiently competent in the English language to participate effectively in the course of study and its assessment.
- 5.2 Clearly specified English language entry requirements must be met by all students prior to admission.
- 5.3 Students who do not meet the required WSUIC English language standard may have an English course added to their pathway packaged offer, provided that they agree to undertake compulsory English language studies and meet the English language standard prior to the commencement of their Foundation or Diploma course. This option is available dependent on criteria established by WSUIC at the time of application for admission.
- 5.4 Minimum English language standards for admission to WSUIC will be published on the WSUIC website.



6. Strategies for Development of English Language Skills

6.1 WSUIC aims to assist students to be well prepared for their university studies in terms of English language skills by:

6.1.1 Embedding weekly academic communication, interactive practice and situated professional English skills development into all curriculum.

6.1.2 Monitoring English language proficiency through:

6.1.2.1 Regular teacher discussions and review of student performance with the Course Convenor

6.1.2.2 Teaching staff identifying students “At Risk” to the Course Convenor (by week 4). 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 **WSUIC Academic Progress Policy** (and may, for example, require an adjustment to his or her academic load in order to undertake remedial English language study)

6.1.2.3 Providing further support and review by learning advisors

6.1.2.4 Reviewing student’s overall skills, if demonstrating poor academic progress

6.1.2.5 Teachers assisting students to develop knowledge of discipline-specific terms and language in courses

6.1.2.6 Providing English support classes

6.1.2.7 Providing tailored language support to students by organising one-on-one appointments with learning advisors, and/or with teachers during consultations hours before/after class

6.1.2.8 Providing individual assignment assistance with an emphasis on the development of transferable skills

6.1.2.9 Providing regular social and cultural activities and

6.1.2.10 Ensuring students understand their responsibilities for the continued development of their English language competency throughout their studies by:

- i. making sure they are clear on this responsibility at orientation
- ii. placing posters reminding students of this responsibility around the WSUIC campus
- iii. encouraging teachers to promote the use of English language among students at all times on campus
- iv. encouraging all staff to promote an English-only policy while at WSUIC to encourage a friendly and inclusive environment.



7. Responsibilities

- 7.1 The **Academic Director** is to ensure measures as outlined in the policy are in place to support and promote students' effective participation in their course of study.
- 7.2 The **Director of Marketing and Admissions and Marketing Managers** are to ensure that prospective students are advised of the WSUIC English Language requirements and evidence requirements.
- 7.3 The **Admissions Team** is to ensure that measures outlined in the policy in relation to student admission requirements are effectively followed.
- 7.4 The **Course Convenor/s and teachers** are 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.
- 7.5 The **Manager of Quality and Student Administration and Academic Coordinator** are to ensure the maintenance of comprehensive student records in relation to English language assessments and support and is to liaise with English language support providers to facilitate effective support arrangements.
- 7.6 The **Quality and Compliance Manager** is to ensure the English Language Proficiency Policy meets regulatory requirements and is to monitor the implementation of the policy.

8. Quality and Compliance

- 8.1 This policy is reviewed periodically (at a minimum every two years) to ensure regulatory compliance, operational currency, the identification of continuous improvement opportunities and risk identification and mitigation. This review is reflected in WSUIC's Quality Management Framework and Risk Management Framework.
- 8.2 This policy will be available on the WSUIC website for students and the WSUIC SharePoint site for staff access.
- 8.3 Emails will be issued to all staff to inform and update them on any changes to the policy and/or procedures and guidelines.
- 8.4 New staff will receive policy information during the induction process where it relates to their position.



9. Related Forms and Documents

N/A

10. Related Policies, Procedures, Guidelines and Legislation

- 🔗 POL 01 WSUIC Admissions Policy
- 🔗 POL 08 WSUIC Academic Progress Policy
- 🔗 [WSU International English Language Requirements](#)
- 🔗 [UAC English Prerequisite requirements for WSU](#) obtained from UACwebsite
- 🔗 ESOS National Code Standard 2 Recruitment of an overseas student
- 🔗 National Standards for Foundation Programs Standard 2, Standard 4
- 🔗 Higher Education Standards Framework (HESF) 2021 Domain 1.1 Admission

Approval and Amendment History

Approval Authority:	Western Sydney University International College Academic Board
Policy Owner:	Academic
Approval Date:	19 th January 2023
Date for Next Review:	19 th January 2025

Amendments		
Revision Date	Version	Summary of changes
2/11/2016	1.0	New Policy Developed
27/04/2018	2.0	Clause 1 Remove “and Scope” Clause 1.2.1 – change “pass” to “to successfully undertake” Clause 3: Add definition for “At Risk” (3.1) Clause 4: Complete re-write and expansion of policy statement Clause 5: Addition of new clause to address admission EL requirements



Amendments		
Revision Date	Version	Summary of changes
		<p>Clause 6: b) changing indicating to identifying and replacing Academic Coordinator with Course Convenor e) lecturer with teacher and j iii changing in class to on campus.</p> <p>Clause 7: New clause around responsibilities added</p> <p>Clause 8: Addition of 7.2, 7.3 and 7.4</p> <p>Clause 10: Adding reference to Admissions and Academic Progress Policy</p> <p>Clause 11 Addition of new clause identifying policy source and benchmarking</p> <p>Format change throughout</p>
26/02/2019	2.1	<p>Minor/cosmetic changes: formatting changes throughout;</p> <p>incorporated policy source with section 10 related policies/procedures/guidelines/legislation;</p> <p>replaced Western Sydney University International College with WSUIC; included reference to WSU International English language requirements table, relevant ESOS National Code and HESF standards in section 10. Reviewed as part of the Foundation Studies application.</p>
04/02/2021	2.1	<p>Minor grammatical revisions</p>
19/01/2023	2.1	<p>Minor grammatical revisions</p>