



ENGLISH LANGUAGE POLICY

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Custodian:	English Language Centre Manager		
Supporting Documents, Procedures & Forms:	Academic Quality Standards Admissions Policy Course Review Procedure Subject Review Procedure		
References & Legislation:	Australian Qualifications Framework Common European Framework of Reference for Languages Education Services for Overseas Students Act 2000 (ESOS Act) Good Practice Principles for English language proficiency for international students in Australian universities (2009) Higher Education Standards Framework (Threshold Standards) 2011 National Standards for ELICOS Providers and Courses National Standards for Foundation Programs		



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1 Purpose

- 1.1. This Policy outlines UOW College's commitment to building English language communication skills of all students to ensure preparedness for life and future academic study.
- 1.2. This Policy was developed in consideration of:
 - a. Australian Qualifications Framework;
 - b. Course Accreditation Standards;
 - c. Good Practice Principles for English Language Proficiency for International Student in Australian Universities; and
 - d. The Higher Education Standards Framework (HESF).
- 1.3. Exemption from this Policy for a particular course may be granted by the UOW College General Manager where there is clear evidence that the cohort does not require the support stipulated by the policy.

2 Scope

- 2.1. This Policy applies to:
 - a. UOW College students;
 - b. UOW College staff; and
 - c. Partner institutions which design or deliver UOW College courses and programs.

3 Definitions

Word/Term	Definition (with examples if required)
Advanced English	Can understand a wide range of demanding, longer texts, and recognise implicit meaning. Can express themselves fluently and spontaneously, without much obvious searching for expressions. Can use language flexibly and effectively for social, academic and professional purposes. Can produce clear, well-structured, detailed text on complex subjects, showing controlled use of organisational patterns, connectors and cohesive devices.



	This reflects the competencies of the <i>Common European Framework of Reference for Languages, Level C1</i> .
Course	A program of study that includes those courses leading to higher education and vocational awards and non-award courses.
English Language Proficiency	Refers to a student's ability to comprehend and create meaning effectively in the social, academic and professional contexts to which their education relate.
English Language Proficiency Requirements	The minimum English language proficiency requirements for students to be admitted to a course at UOW College.
Learning Outcomes	Statements of the knowledge, understanding and skills students are expected to achieve as a result of engagement with the content of the Subject or course.
Staff	Full-time, fixed term, part-time, sessional and casual employees of UOW Enterprises.
Student	Any person who is enrolled in any course or program offer at, or in conjunction with, the College. For vocational, this may be referred to as learner.
Teacher	A staff member (whether permanent, sessional, or casual) who carries out teaching or training responsibilities under the authority of a Head of Program, Course Coordinator or Subject Coordinator.
Upper-Intermediate English	<p>Can understand the main ideas of complex text on both concrete and abstract topics, including technical discussions in his/her field of specialisation. Can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible without strain for either party. Can produce clear, detailed text on a wide range of subjects and explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.</p> <p>This reflects the competencies of the <i>Common European Framework of Reference for Languages, Level B2</i>.</p>

4 Policy Principles

- 4.1 UOW College, students and teachers share responsibility for the ongoing development of communication skills and English language proficiency.



- 4.2 The development of communication skills of students is most appropriately and successfully achieved as part of the assurance of learning within a course.
- 4.3 Students in Academic and Vocational courses at UOW College are expected to develop greater English language capacity during the course of study. These courses are conducted in the upper-intermediate, to advanced and fluent levels of English and students are expected to comprehend, learn, and communicate effectively within this environment.

5 Admission

- 5.1 UOW College will set English language proficiency requirements for admission at a standard that allows students to fully participate in their studies at UOW College. This process is overseen by the Academic Board.
- 5.2 English language requirements will be informed by:
 - a. The biannual UOW Comparative Student Outcomes Report; and
 - b. Internal student tracking.

6 Assuring English Language Development in Coursework Studies

- 6.1 All UOW College courses will be designed to foster and assess students' development and achievement of the embedded communication skills and English language proficiency. This will be achieved through the following:
 - a. Students will be provided with the opportunity to obtain feedback and further develop their communication skills across a wide range of purposes, audiences, and contexts relevant to the discipline by ensuring variety in communicative assessment tasks;
 - b. Course learning outcomes will clearly articulate the development and achieve of written and oral communication skills, including English language proficiency, appropriate to the level and qualification type;
 - c. Selected subjects within a course will explicitly foster and assess students' development and achievement of specific aspects of the course learning outcomes pertaining to communication skills, including English language



proficiency, through the design of the learning environment, assessment activities, and teaching strategies and resources;

- d. Early assessment and/or teacher feedback within a course will be used to identify students at risk due to English language proficiency; and
- e. Students identified at risk due to English language proficiency will be provided with additional support.

7 Roles & Responsibilities

Student Responsibilities

7.1 Students are responsible for:

- a. Addressing their own language development needs;
- b. Acting on feedback provided about their English language proficiency; and
- c. Making use of available resources for language development provided by UOW College.

Subject Coordinator Responsibilities

7.2 Subject Coordinators of core or selected subjects are responsible for:

- a. Ensuring learning outcomes are embedded into subjects to foster communication skill development appropriate to the course and level of qualification;
- b. Engaging in appropriate processes that provide students with constructive feedback and opportunities to develop their communication skills;
- c. The development of assessment tasks and criteria that explicitly address students' communication skills, and where appropriate, identify students at risk due to English language proficiency; and
- d. Where appropriate, liaise with language education providers to ensure relevant and timely support is provided to students at risk.

Head of Program Responsibilities

7.3 The Head of Program is responsible for:



- a. Identifying which subjects within a course will explicitly address the development of students' communication skills, including English language proficiency;
- b. Reviewing learning outcomes to ensure they explicitly address students' communication skills, including English language proficiency;
- c. Ensuring that across selected subjects, students have the opportunity to develop their communication skills across a wide range of purposes, audiences and contexts relevant to the discipline by ensuring variety in communicative assessment tasks; and
- d. Liaising with language education providers to arrange for appropriate language development provision.
- e. Providing specific discipline staff with the opportunities to develop their understanding of the role of language in learning and of approaches that may be used to develop and assess the communication skills including the English language proficiency of their students;
- f. Providing assistance to staff who teach in courses with large cohorts of students from diverse cultural and linguistic backgrounds or literacy levels; and
- g. Providing assistance to staff who teach subjects identified as explicitly developing student English language proficiency.

Academic Quality Manager Responsibilities

7.4 The Academic Quality Manager, in conjunction with the relevant Head of Program are responsible for:

- a. Ensuring course learning outcomes clearly articulate the achievement of communication skills, including English language proficiency appropriate to the qualification level and qualification type; and
- b. Ensuring selected subjects within a course are designed to explicitly foster and assess students' development and achievement of communication skills, including English language proficiency.



8 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	15 September 2015	UOW College Academic Board	New Policy
2	21/07/2016	Compliance Officer	Minor change only – College branding and document formatting updated.
3	23 November 2017	Academic Board	Scheduled Policy Review conducted on consultation with UOW LTC.