

ACADEMIC LANGUAGE & LEARNING SUPPORT POLICY

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1. Purpose

1.1 This Policy and the associated Procedural document describe how Monaro Higher Education (MHE) ensures that its students have satisfactory English language levels to progress successfully.

2. Principles

2.1 MHE has a duty to ensure that its students from non-English speaking backgrounds receive appropriate support in the English language to ensure that they are not disadvantaged in assessments. MHE seeks to minimise and eliminate the difference in learning opportunities between groups of students.

3. Context

3.1 This policy is aligned with section 7.2 of the Higher Education Standards Framework 2021.

3.2 For various historical, technical, and cultural reasons, English has become the accepted language for global business activities.

3.3 English is the prevailing community language in Australia, so it is natural that students from countries where it is not common may feel isolated and lack confidence in using it. MHE has a duty to support all students to be able to fully engage with their chosen discipline and with life in Australia.

4. Scope

4.1 This policy applies to all staff and students at MHE.

5. Definitions

English proficiency – the capacity and competence to use English to convey and interpret appropriate oral and written meaning, especially in the context of their university studies.

English Proficiency Measure – a globally recognised standard test of English giving results recognised as criteria for sufficient mastery of English for various reasons.

Non-English-Speaking Background – the situation of a person who was born in a community where English is not widely spoken (this may include a person born in Australia in an Indigenous community), or whose parents were born in a community where English is not widely spoken, whose first or primary language is not English and whose English proficiency is such that it may impede their capability to study in English.

6. Roles and Responsibilities

6.1 The Dean will:

- Assume overall responsibility for developing and implementing MHE's English support program
- Ensure that there are sufficient English language teaching resources available at MHE for any students who need them.

6.2 The Course Coordinators will:

- Assume overall responsibility for coordinating English language support for students in their course
- Identify students who require English language support
- Facilitate reasonable adjustment of course work appropriate to students' academic disadvantage.

6.3 Academic staff will:

- Identify students who require English language support and refer them to the Academic Skills Advisor.

6.4 The Academic Skills Advisor will:

- Assess students' level of academic English
- Give specialised English for Academic Purposes training to students who need it
- Support the ongoing development of students' English language proficiencies
- Assist each student in developing appropriate independent skills and strategies to support their learning.

7. Policy details

7.1 English Proficiency Requirements for Enrolment

7.1.1 Students from non-English speaking backgrounds are required to demonstrate a specified level of English language proficiency as a condition of enrolment. See the MHE Admissions Policy and Procedure and the course-specific requirements on the MHE website and course brochures for details.

7.1.2 English Proficiency Measures accepted by MHE to satisfy minimal English proficiency requirements for enrolment include:

- Test of English as a Foreign Language Internet-based Test (TOEFL iBT)
- Test of English as a Foreign Language (TOEFL) paper-based
- Pearson Test of English (PTE) Academic
- Occupational English Test
- International English Language Testing System (IELTS)

- Cambridge English: Advanced
- Other validated English Language Testing system approved by MHE

7.1.3 In addition to supplying the results of an English Proficiency test, MHE may further investigate English language proficiency by interviewing the applicant. As a result of the interview, students may be referred to a Teaching English as a Second or Other Language class.

7.1.4 During the application or enrolment process, staff or academic members may label a student's file as requiring compulsory referral to English language support.

7.2 English Language Support

7.2.1 If a student's file is labelled as requiring compulsory referral to English language support, this will commence during the Orientation process. These students will attend a presentation by the Academic Skills Advisor explaining the service that is offered, as well as options for students to develop their own English proficiency.

7.2.2 Academic staff who are concerned about the quality of academic writing or speaking exhibited in the first assessments or the first two or three tutorials may discuss with students the option of referring them to the Academic Skills Advisor, as per the Student Support Framework.

7.2.3 Students may voluntarily initiate contact with the Academic Skills Advisor to receive support.

7.2.4 There is no additional fee to any students who access the Academic Skills Advisor.

7.2.5 Where there is evidence that students with limited English proficiency are disadvantaged, MHE will consider further remedial and support interventions that may include:

- revising methods of detecting and treating students who need support
- revising methods of identifying specific areas which require English support
- reviewing the quality and accessibility of teaching resources both on the campus and through the Learning Management System
- introducing oral and written language support across the curriculum
- providing and administering ongoing language learning opportunities
- supporting ongoing development of students' language proficiencies
- assisting students to develop appropriate, independent strategies to support their own learning.

8. Relevant Legislation

MHE acknowledges its legal and regulatory obligations under the following frameworks:

- Higher Education Standards Framework (HESF) 2021
- Education Services for Overseas Students (ESOS) Framework 2013
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000

9. Policy Administration

Policy category	Academic Support
Policy owner	Academic Board
Responsible officer	Academic Skills Advisor
Approving authority	Academic Board
Contact officer	Academic Skills Advisor

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Related documents	Academic Language and Learning Support Procedure Enrolment Policy and Procedure Student Support Framework

10. Version control and change history

Version	Approval date	Approved by	Summary of changes
1.1	27 May 2022	Academic Board	
1.2	24 June 2022	Academic Board	Add references to the language standards of the HEP system to the Principles; cross reference to the admissions policy to ensure compatibility
1.3	10 August 2023	Academic Board	Change the name of the Academic Skills Advisor to Academic Skills Advisor

11. Benchmark / References

- Elite Education Institute
English Language Proficiency | Elite Education Institute
- Excelsia College
english-language-support-policy.pdf (excelsia.edu.au)
- Ozford Institute of Higher Education
Course Catalogue, Coding and Other Course Attributes Policy (ozford.edu.au)
- Sydney Institute of Higher Education
Sydney Institute of Higher Education
- University of Technology Sydney
English Language Policy - UTS Policy