



INSTITUTE OF BUSINESS & LANGUAGE

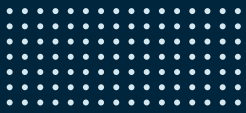
Policy Title	ELICOS Placement Tests Policy and Procedure				
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Owner	ELICOS Department		Approved By		CEO



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1. POLICY

ANIT Australia Pty Ltd T/A Albright Institute of English and Albright Institute of Business and Language will follow this policy for all potential students who wish to study different English Language courses.

2. PURPOSE

The purpose of this policy is to ensure that the students who are enrolling and who are planning to enrol in the ELICOS course provided by Albright Institute of English will be assessed by a placement test to determine the appropriate level of the course for which the enrolment is sought.

3. SCOPE

This policy applies to all the students enrolled in the ELICOS courses provided by Albright Institute of Business and Language.

4. POLICY AND PROCEDURE

4.1 Placement Test overall information

4.1.1 The prospective student who is intending to enrol for the ELICOS course will be administered a Placement Test.

4.1.2 The General English students will undertake the ELICOS test (4 macro components).

4.1.3 All tests are conducted online using the Placement Test portal.

4.1.4 If marketing staff identifies a student that wants to sit a test, they must notify Student Services Team (pass contact details: name and surname, phone number and email ID). Following this, Student Services will book a test for the student. Unless it has been organized through Albright website.

4.1.5 ELICOS Academic department checks placement tests on Mondays and Fridays by logging in the PT Portal

4.1.6 ELICOS Academic department scores placement tests and inputs the results in the PT portal.

4.1.7 If the speaking component is not present or inaudible, the Academic department representative (an ELICOS Coordinator or ELICOS Teacher) adds an admin note on the PT and requests a rapid speaking test. The Academic department representative will publish the result as "Pending" in this scenario.

4.1.8 Student Services staff checks the results and admin notes.

4.1.9 Student services staff organises a rapid speaking test and notify the Academic department via an email once the RST is completed.

4.2 English proficiency levels and number of GE weeks required for VET courses entry

4.2.1 There are 6 distinct levels in General English (GE) at Albright Institute.

English Proficiency Level	General English Class	Number of weeks required before entering VET courses <i>(pending sufficient academic progress and satisfactory attendance)</i>
Beginner	Beginner Class	60 weeks
Elementary	Elementary Class	48 weeks
Pre-Intermediate	Pre-Intermediate Class	36 weeks
Intermediate	Intermediate Class	24 weeks
Upper-Intermediate	Upper-Intermediate Class	12 weeks
Advanced	Advanced Class	AIBL English Level Assessment Test for VET can be taken to enter a VET course directly (without GE course).

4.2.2. If a student appeals to their score, then they are given a Zoom listening and speaking test by the respective campus ELICOS Coordinator.

4.2.3 There have been suspected instances of cheating, if the respective campus, ELICOS Coordinator suspects a student of cheating, further language assessment will be conducted via Zoom

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4.2.4 The applicants who are enrolling for VET courses and do not provide any English Language proficiency evidence will be administered "AIBL English Level Assessment Test for VET". The student will require "Upper-intermediate" exit level to commence the VET course.

4.3 How long before a test is marked (processing times)?

4.3.1 The cut off time each day is 5pm.

4.3.2 If a placement test is done in the morning or early afternoon (before 4 pm), then the placement test can be marked the same day.

4.3.3 If a PT is submitted after 6 pm Monday to Thursday, it will be marked the Next Day.

4.3.4 If a PT is submitted after 6 pm on a Friday, it will be marked by Monday 10am.

4.3.5 The urgent tests will be marked by the respective campus ELICOS Coordinator (visa expiry, holiday season, EOFY, end of each month).

4.3.6 Admissions and/or Student Services department to officially communicate results to Student, Agent and Marketing team within 3-4 hours after receiving all the details from the Academic side.

4.4 WhatsApp group [Placement Test group]

4.4.1 WhatsApp is used to notify all relevant staff that a test is pending for marking (Admissions and/or Student Services) ONLY for Urgent cases.

4.4.2 The Academic team is publishing the results in the LMS Portal; only for exception cases do they send the screenshot on the WhatsApp group.

4.5 Graduation Certificate from another school

4.5.1 Albright Institute only accepts the following as proof of level.

- o An IELTS certificate
- o A Cambridge certificate [FCE, CAE etc.]
- o A PTE certificate.

4.5.2 IELTS, PTE certificates and Cambridge Certificates expire after 2 years.

4.5.3 We do accept certificates of completion from other Australian registered providers. The certificate should be current.

4.5.4 Admissions and/or Student Services must contact the ELICOS Coordinator/s by email regarding queries related to Graduation Certificate.

4.5.5 Please specify what we do with the following evidence:

- o External placement tests will only give you an idea of the student's level, however, cannot be used for COE purposes – ONLY Albright PTs are accepted.
- o Certificate IV in EAL (last 2 years if AL3 country)
- o EAP Certificate (equivalent to IELTS 6.0 overall) (last 2 years if AL3 country)
- o Certificate IV in Spoken and Written English – to be checked by the National Quality and Compliance Manager or Head of ELICOS
- o Cambridge Certificate (especially overseas ones) – to be checked by the National Quality and Compliance Manager or Head of ELICOS.

4.6 Zoom Speaking Test

4.6.1 The respective campus ELICOS coordinator tells Admissions and/or Student Services the student needs a speaking test.

4.6.2 Student Services contacts the student by phone and arranges the time and date of the speaking test.

4.6.3 Student Services notifies the respective campus ELICOS Coordinator and the student via Calendar through an invite;

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on that invite the Student Service Officer will inform all details for the Zoom Speaking Test (ZST).

4.6.4 When the speaking test is done, the respective campus ELICOS Coordinator notifies Admissions and/or Student Services of the result by email.

4.6.5 The respective campus ELICOS Coordinator also notifies the student of the outcome and makes a log in RTO Manager (for compliance requirements).

4.6.6 The respective campus ELICOS Coordinator also sends information to Admissions for further actions related to CoE variations.

4.6.7 Staff must not post messages on the WhatsApp Placement Test group regarding zoom speaking tests.

4.7 Placement of ELICOS students into classes

Beginner	0-20
Elementary	21-40
Pre-Intermediate	41-60
Intermediate	61-69
Upper-Intermediate	70-84
Advanced	85-100

4.7.1 Assessment rubric marking guide.

4.7.2 An assigned ELICOS academics teacher marks the placement test and inputs the level on PT portal.

4.7.3 The placement test is saved and logged by Student Services.

4.7.4 Student Services sends an email to the new student informing them of when their ELICOS course starts, and their level is stated in bold.

4.7.5 This is usually done the week before (if the student comes to orientation on Friday prior the commencement of the course, this is done by Friday) They are no longer included in the timetable emails.

4.7.6 The ELICOS Student Service Staff adds this student to the new student list; the class teacher is notified so that the class teacher knows they will have a new student in the class.

5. IMPLEMENTATION AND RESPONSIBILITY

The ELICOS Academic Manager, ELICOS Operations Manager, respective campus ELICOS Coordinator/s, ELICOS Student support and Administration team are responsible for ensuring the procedure of administration and assessment of the placement test is conducted in a professional and smooth manner.

The CEO has overall responsibility for the implementation and review of this policy and procedure.

6. RELATED DOCUMENTS

Related Documents

- Albright Institute's Placement Tests
- AIBL English Level Assessment Test for VET

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