



## Entry Requirements Policy and Procedures

In line with Standard 2 of the National Code 2007, Gold Coast Learning Centre will recruit students in an ethical and responsible manner and provide information that enables students to make informed decisions about studying with the registered provider in Australia. Gold Coast Learning Centre will ensure that students' qualifications, experience and English language proficiency are appropriate for the course for which enrolment is sought.

### Policy

The Gold Coast Learning Centre will inform prospective students of the necessary entry requirements for each course through the website, pre-information booklet, student booklet and representing agents (via information provided in the agent's manual).

- For each student, the requirements listed are the minimum requirements for admission to any course at that level.
- Students of English for General Purposes shall be 18 years old and over.
- When a student has completed several measures of pre-test over a period of time, only the most recent measure will be considered.
- Gold Coast Learning Centre shall conduct an entry test to determine each student's level of English previous to starting any ELT course.
- Gold Coast Learning Centre reserves the right to request that each student undergoes the Gold Coast Learning Centre pre-test for all courses.

### A: ELICOS

For the General English course (offered in 5 levels, from Elementary to Advanced):

- Students with no previous knowledge of English will be placed in the Elementary class.
- Students with previous knowledge of English will be submitted to a pre-entry test upon arrival at the centre. They will be placed in the appropriate level of the General English course following the language proficiency requirements described below:

LEVEL	CORE CLASS LEVEL	ENGLISH LANGUAGE PROFICIENCY REQUIRED
1	ELEMENTARY	NIL
2	PRE-INTERMEDIATE	ELEMENTARY
3	INTERMEDIATE	PRE-INTERMEDIATE
4	UPPER-INTERMEDIATE	INTERMEDIATE
5	ADVANCED	UPPER-INTERMEDIATE

For the Learn English for Academic Purposes course (LEAP) (offered in 2 levels: Intermediate and Upper- Intermediate):

Students will be submitted to a pre-entry test before course commencement. They will be placed in the appropriate level of the LEAP course.

	ENGLISH LANGUAGE PROFICIENCY REQUIRED
LEAP 1	INTERMEDIATE
LEAP 2	UPPER-INTERMEDIATE

For the IELTS course (offered at Upper- Intermediate Level):

Students will be submitted to a pre-entry test before course commencement.

	ENGLISH LANGUAGE PROFICIENCY REQUIRED
IELTS	UPPER -INTERMEDIATE

For the Cambridge Examination courses (offered in 2 levels: FCE and CAE)

Students will be submitted to a pre-entry test before course commencement. They will be placed in the appropriate level of the Cambridge Examination course.

	ENGLISH LANGUAGE PROFICIENCY REQUIRED
FCE	UPPER- INTERMEDIATE
CAE	ADVANCED

## **Procedures**

### **General English**

Upon arrival at the Gold Coast Learning Centre, students enrolled in the General English course will be submitted to a pre-entry test.

This pre-entry test is divided into two stages: a written test assessing grammar and vocabulary as well as a speaking interview, assessing learner's oral capacity.

Learners will be subsequently placed in the appropriate level in the Core Classes and a teacher will counsel them on the most suitable Customised Classes for their specific needs.

## **Learning English for Academic Purposes (LEAP)**

Upon arrival at the Gold Coast Learning Centre, students wishing to join the LEAP course will be submitted to a pre-entry test. The written pre-entry test assesses grammar, vocabulary, use of English as well as the student's writing skills. The speaking test assesses the learner's oral capacity. Learners will be subsequently placed in the appropriate level. Learners who fail to be assessed at Intermediate or Upper-intermediate level will not be eligible for the LEAP course.

Alternatively, prospective students for the LEAP course will sit the pre-entry written test at their agent's premises. The agent will follow strict guidelines and instructions from the Gold Coast Learning Centre with regards to pre-entry test arrangements. These students will be required to take the pre-entry speaking test at upon arrival at Gold Coast Learning Centre. If necessary, the student may be required to repeat the written pre-entry test at Gold Coast Learning Centre.

## **Cambridge Exam Preparation Courses**

The Cambridge Exam Preparation courses are offered at two levels: FCE (Upper intermediate) and CAE (Advanced)

Upon arrival at the Gold Coast Learning Centre, students wishing to join the FCE or the CAE courses will be submitted to pre-entry tests.

The written pre-entry test assesses grammar, vocabulary, use of English as well as the student's writing skills. The speaking test assesses the learner's oral capacity.

Learners will be subsequently placed in the appropriate class. Learners who fail to be assessed at Intermediate or Upper-intermediate level will not be eligible for the Cambridge Exam Preparation course.

Alternatively, prospective students for the Cambridge Exam Preparation course will sit the pre-entry written test at their agent's premises. The agent will follow strict guidelines and instructions from the Gold Coast Learning Centre with regards to pre-entry test arrangements. These students will be required to take the pre-entry speaking test at upon arrival at Gold Coast Learning Centre. If necessary, the student may be required to take the written pre-entry test again at Gold Coast Learning Centre.

## **IELTS Exam Preparation Courses**

The IELTS course is offered at an Upper Intermediate Level.

Upon arrival at the Gold Coast Learning Centre, students wishing to join the IELTS course will be submitted to a pre-entry test.

The written pre-entry test assesses grammar, vocabulary, use of English as well as student's writing skills. The speaking test assesses the learner's oral capacity.

Learners will be subsequently placed in the appropriate level. Learners who fail to be assessed at an Upper-intermediate level will not be eligible for the IELTS course.

Alternatively, prospective students for the IELTS course will sit the pre-entry written test at their agent's premises. The agent will follow strict guidelines and instructions from the Gold Coast Learning Centre with regards to pre-entry test arrangements. These students will be required to take the pre-entry speaking test at upon arrival at Gold Coast Learning Centre. If necessary, the student may be required to take the written pre-entry test again at Gold Coast Learning Centre.

## Course Structure

The school offers:

- **GENERAL ENGLISH** – 20 hrs (full time) and 25 hrs (comprehensive) per week from 1 – 50 weeks.
- **GENERAL ENGLISH** Part Time (Non-Reg course – not available for student visa holders) – 11 hrs 40 mins and 16 hrs 40 mins per week from 1 – 50 weeks.
- **ACADEMIC ENGLISH (LEAP)** – 25 hrs per week from 6 or 12 weeks.
- **IELTS** – 25 hrs per week from 1 to 10 weeks.
- **CAMBRIDGE EXAMINATION** – 25 hrs per week from 10 or 12 weeks.
- **YOUNG LEARNER PROGRAMME** (Non-Reg course – not available for student visa holders) – 20 hrs from 1 – 6 weeks twice a year.

## B: VET Courses

Students must demonstrate their English language competency by one of the following means:

- Current English proficiency level requirement: IELTS or equivalent;
- Current Gold Coast Learning Centre ELICOS student at Intermediate level and above;
- Gold Coast Learning Centre English pre-test;
- At the discretion of the Academic Management of Gold Coast Learning Centre comprising Dean, DOS and Academic Coordinator.

Students should note that IELTS is the only acceptable language test for students from some countries. Supporting documentation must accompany the application for entry into all courses.

### 1. **BSB20107 Certificate II in Business**

- Gold Coast Learning Centre current students to be at Intermediate level or higher.
- English language proficiency level requirement: IELTS 4.5 or equivalent
- At the discretion of the Gold Coast Learning Centre Academic Management

### 2. **BSB30407 Certificate III in Business Administration**

- Gold Coast Learning Centre current students to be at Upper-Intermediate level or higher.
- English language proficiency level requirement: IELTS 5 or equivalent
- At the discretion of the Gold Coast Learning Centre Academic Management

**3. BSB40207 Certificate IV in Business**

- Gold Coast Learning Centre current students to be at Upper Intermediate level or higher.
- English language proficiency level requirement: IELTS 5.5 or equivalent
- At the discretion of the Gold Coast Learning Centre Academic Management

**4. BSB50207 Diploma of Business**

- Gold Coast Learning Centre current students to be at Upper-Intermediate level or higher.
- English language proficiency level requirement: IELTS 5.5 or equivalent
- At the discretion of the Gold Coast Learning Centre Academic Management