



<b>Title</b>	AHE English Language Requirements for Admission
<b>Code</b>	APr5
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<b>Commencement Date</b>	30 July 2018
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<b>Distribution</b>	All AHE stakeholders
<b>Purpose</b>	This Apex Higher Education (AHE) document stipulates the minimum requirements for English Language competency for admission to AHE's courses
<b>Scope</b>	Applies to all admissions processes of AHE

## 1. Principles for English Language competency at AHE

AHE requires a minimum standard of English Language competency for admission because language competency is a major contributing factor in a student's academic success and course progression. The following procedures detail when English Language competency for admission to AHE is required, the types of evidence required, and when AHE will issue a conditional **Letter of Offer and Student Written Agreement** to applicants.

## 2. Actions and Responsibilities

All applicants for admission to an AHE course will be required to demonstrate English Language competency. The types of evidence required to meet the criteria of English Language competency for admission to AHE are specified below.

### 2.1 English Language Tests

AHE recognises a number of English Language Tests and English Preparation courses which can be undertaken by an applicant to fulfill English Language competency for admission to AHE. All tests must have been completed by the applicant and the certification issued by the awarding institution **no more than two years prior to the commencement of the first study period of the AHE course**. Refer to Table 1 below.

**Table 1: English Language competency for admission to AHE with required results**

Test	IELTS Academic English	TOEFL Internet-Based Test (iBT)	TOEFL Paper-Based Test (PBT)	Pearson Test of English (PTE) Academic	Accredited English Language Institutions using other English testing methods
<b>Results Required</b>	6.5 overall (minimum 6.0 in each section)	90 overall (minimum 23 in writing; 22 in reading, listening and speaking each)	577 overall (minimum 5.0 in TWE)	64 overall (minimum 54 in each subtest)	Email request to <a href="mailto:admissions@ah.edu.au">admissions@ah.edu.au</a> Testing must be similar to Table 1 standards

## 2.2 Prior study in the medium of English Language

An applicant will have fulfilled the English Language competency for admission to AHE if they have successfully completed an assessable Senior Secondary qualification where the qualification is taught and assessed in English AND was completed **no more than two years prior to the commencement of the first study period of the AHE course.**

## 2.3 Other tertiary qualifications

An applicant will have fulfilled the English Language competency for admission to AHE if they have successfully completed an assessable degree (minimum 3 years' duration) at an accredited tertiary institution where the sole language of instruction and assessment was English. The statement must be an original document with an official header.

## 2.4 English Waivers

An applicant will fulfil the English Language competency for admission to AHE if they have:

- Already been accepted for entry into an Australian university and fulfilled that university's English Language competency for admission, or
- Successfully completed at least one year of full-time study in an accredited university or tertiary education institution where the sole language of instruction and assessment was English, and the applicant provides a statement or certification issued by the institution's Registrar confirming their qualification on original documentation with an official header, or
- A NAATI accredited Professional Interpreter or Professional Translator qualification.

## 3. Letters of Offer

- 3.1 An **AHE Conditional Letter of Offer and Agreement** will be issued to an international applicant who has met the academic requirements for admission but not the English Language competency for admission to AHE and have achieved at least an IELTS 5.0.
- 3.2 A full **AHE Letter of Offer and Student Written Agreement** will only be issued if the applicant meets the English Language competency for admission to AHE within 1 year of applying to AHE.

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### 4. Visa Requirements for International Student Applications

Regardless of AHE's English Language competency requirements for admission, all international applicants need to fulfill Department of Home Affairs' (DHA) requirements for visa applications. For example, applicants who are not eligible for a Simplified Student Visa Framework arrangement must present "a specified English language test" in order to be granted a student visa for tertiary study. Details of the DHA requirements can be found at the <https://www.homeaffairs.gov.au/>

### 5. Benchmarking Documents

- TEQSA Guidance Notes: Course Design; Academic Integrity; Academic Quality and Assurance
- UNSW English Language Requirements

### Relevant Legislation and Benchmarking Documents

- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) <https://cricos.education.gov.au/>
- Department of Home Affairs <https://www.homeaffairs.gov.au/> (Previously Department of Immigration and Border Protection (DIBP))
- Education Services for Overseas Students Act 2000 <https://www.legislation.gov.au/Details/C2017C00292>
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 <https://www.legislation.gov.au/Details/F2017L01182>
- TEQSA National Register <https://www.teqsa.gov.au/national-register/provider/apex-institute-higher-education-pty-ltd>
- Higher Education Standards Framework (Threshold Standards) 2021 (Refer to Higher Education Standards Panel) <https://www.dese.gov.au/higher-education-standards-panel-hesp/higher-education-standards-framework>

### 8. Related Documents

- Bachelor of Business Course Guide
- AHE Letter of Offer and Student Written Agreement
- AHE Student Handbook
- AHE Student Orientation Power Point
- AHE Website (Please refer to the temporary AHE Website <https://apex-h.pagecloud.com/>)
- AHE Student Admission Policy and Procedure
- AHE Student Grievance, Complaint and Appeal Procedure
- AHE Staff Employment, Review and Professional Development Procedure
- AHE Overseas Students Fees Payment Policy and Procedure
- AHE Overseas Students Fees Refund Policy and Procedure
- AHE Overseas Students Deferral, Suspension and Cancellation Policy and Procedure
- AHE Student Academic Misconduct Policy and Procedure
- AHE Student Code of Conduct
- AHE Sexual Harassment Prevention Policy and Procedure
- AHE Staff Code of Conduct
- AHE Student Academic Progression Policy and Procedure
- AHE SARAS (Student At Risk Academic Support) Agreement and Review
- AHE Workforce Plan and Staffing
- AHE Institutional Quality Assurance Framework

## 6. Definitions

Refer to the **AHE Table of Acronyms and Definitions**

### Version Control and Approval

Version	Person Responsible and Action Taken	Date	Approved by
2021.1	CEO/Executive Dean. Updated document for legislation and relevant document titles	15 Sep 2021	CEO/Executive Dean
2018.2.2	CEO/Executive Dean. Amended formatting and updated document names	14 Nov 2018	CEO/Executive Dean
2018.2.1	CEO/Executive Dean. Amended typos and updated document for DHA	4 Oct 2018	CEO/Executive Dean
2018.2	CEO/Executive Dean. Amended document that all applicants need to demonstrate English competency using the following means	30 July 2018	Academic Board
2018.1	CEO/Executive Dean. Created document at the request of the Academic Board	25 June 2018	Requested by the Academic Board