

English as a Second Language



Policy Overview

The RTO endeavours to offer appropriate programs to all its overseas Students. Overseas Students fall into three broad categories:

- New arrivals to Australia, full fee paying overseas Students and exchange Students
- Students who qualify for ESL status at VCE (in Australia 7 years at completion of VCE)
- Students who were born in Australia or who migrated with parents, have permanent residency but do not qualify for ESL status

These Students have a broad range of individual needs, both pastoral and academic, and require individually tailored programs. Students who arrive with very basic language skills in English attend an intensive English course.

Processes to be followed	By Whom	By When	Policy Statement/ Relevant Documents
<p>1.0 ESL Program Aims The broad aims of the ESL Support Program are to develop in Students:</p> <ul style="list-style-type: none"> • a level of competency and confidence in using English that allows them, over time, to fully participate in work, social and education-based contexts; • continual conceptual development while improving their English language skills; • an understanding of the learning styles and expectations of the Australian training system. 	RTO/Training Manager	At all times	Policy Statement

Department	Vocational Education & Training	Author(s)	RTO/Training Manager
Document Title	ESL Policy	Approved	RTO/Training Manager
Version	1.1 (Modified – September 2011)	Authorised	CEO
AQTF Standard(s)	ES1.2 ES1.3 ES1.4 ES1.5 ES2.4	Distribution	Internal RTO Staff
			External N/A

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<p>Specifically, the program aims to develop in Students:</p> <ul style="list-style-type: none"> • an ability to use and understand English in a variety of contexts; • an ability to use strategies which facilitate the acquisition of English; • control over grammatical features of English in training, work and social contexts; • an ability to understand and produce different types of text 			
<p>2.0 Implementation A whole RTO approach to the implementation of this policy is adopted by RTO staff, under the direction of the RTO Manager. Implementation involves:</p> <ul style="list-style-type: none"> • Liaison with the RTO management regarding entry protocol • Consultation with the RTO trainers regarding Unit selection and timetables • Consultation with all RTO staff regarding pastoral and academic needs • Continual communication with Students, trainers and, if appropriate, parents, guardians • Provision of individual and/or small group tutorials • Co-ordination of support staff • Maintenance of records of communication and progress 	RTO/Training Manager	As scheduled	Policy Statement

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3.0 Procedures Preforms used in the implementation of this policy include: <ul style="list-style-type: none"> • Individual entry testing (IELTS – International English Language Testing System) • Individual assessments and transition testing • Interviews with Students (refer to 6.0 Student Training Need Analysis and Enrolment) • Modification of classroom tasks, assignments and assessment tasks • Progress reports 	RTO/Training Manager	As scheduled	Policy Statement
4.0 The CEO will be the person responsible for the implementation and maintenance of the policy.	CEO	At all times	Policy Statement

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