

MILLION BROWN'S COLLEGE (MBC)

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Assessing English Language Proficiency Policy and Procedure

Document Name	Assessing English Language Proficiency Policy and Procedure
Document No.	MBC-ELP-001
Version	2.0
Approved By	Chand Khanna - CEO
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Review Date	31 March 2027

Policy Context

Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	2025 Standards for RTOs, Compliance Requirements, Credential Policy, and applicable ESOS / CRICOS requirements where relevant
Codes and Standards	2025 Standards for RTOs – Outcome Standards 2.2, 2.3, 2.5 and 4.4; ESOS National Code 2018 – Standard 2.2 and related pre-enrolment / information obligations where applicable
Legislation or Other Requirements	National Vocational Education and Training Regulator Act 2011; ESOS Act 2000; Privacy Act 1988
Related Documents	International Student Enrolment Policy and Procedure; Academic Management Policy; Engaging, Monitoring and Managing Education Agents Policy and Procedure; Student Support Policy and Procedure; Admissions / Enrolment Policy and Procedure; Continuous Improvement Policy and Procedure

1. Purpose

This policy and procedure sets out how MBC assesses English language proficiency and overseas academic entry evidence for prospective students, particularly international students, in a fair, consistent and documented manner.

2. Objective

The objective of this policy and procedure is to ensure that English language proficiency and academic equivalency are assessed transparently, consistently and in accordance with applicable entry requirements, ESOS obligations and MBC admission processes.

3. Scope

This policy applies to prospective, current and former students, relevant staff and authorised stakeholders involved in admissions, student support and the assessment of entry requirements.

4. Policy Statement

MBC will assess English language proficiency and overseas academic qualifications using approved evidence, documented methods and consistent decision-making processes. Where entry conditions are not yet met, offers may be issued subject to the applicant satisfying outstanding requirements.

5. General Principles

MBC will:

- provide applicants with clear information about minimum English language and academic entry requirements before enrolment;
- assess applications against approved entry requirements and acceptable evidence;
- verify English language test results and review academic equivalency evidence before issuing an offer;
- maintain records of decisions and supporting evidence in accordance with privacy and records management requirements; and
- review issues, trends and process improvements through continuous improvement processes.

6. Procedure

Step	Procedure Area	Procedure	Responsibility	Reference
1	Provide information to applicants	All prospective students are given or directed to current prospectus, website or admissions information that includes minimum course entry requirements, English language requirements and application instructions.	Admissions / Student Support	Admissions information; website; prospectus

2	Receive and check application	The applicant submits a completed application form with certified evidence of qualifications, work experience where relevant, and IELTS results or another accepted equivalent.	Applicant / Admissions Officer	Application form; certified documents
3	Assess English language evidence	Admissions or Student Support reviews the English language evidence against approved entry requirements and verifies results through the official test verification process where available.	Admissions / Student Support	Approved entry requirements; verification records
4	Assess academic equivalency	Overseas qualifications are reviewed for comparability using recognised equivalency guidance and supporting evidence to determine whether academic entry requirements have been met.	Admissions / Student Support	Qualification evidence; equivalency reference tools
5	Determine offer outcome	Where all entry requirements are met, an unconditional offer may be issued. Where requirements are partly met, a conditional offer may be issued identifying outstanding conditions.	Admissions Officer / Authorised Delegate	Letter of Offer; admissions record
6	Carry conditions forward where required	If an applicant has not met all conditions at the time of payment or eCoE issue, any approved outstanding conditions are recorded and managed in accordance with admissions and CRICOS processes.	Admissions / Administration	Offer conditions; student file; PRISMS process where applicable
7	Recordkeeping and review	All supporting evidence, decisions and verification records are maintained on the student file. Issues, repeat concerns and improvement opportunities are reviewed through management and continuous improvement processes.	Admissions / Administration / Management	Student file; CI register

7. Continuous Improvement

A summary of all English language proficiency assessment matters will be reviewed through MBC's continuous improvement and management review processes. This includes repeat issues, common process gaps, entry assessment trends and any adverse matters requiring corrective action.

8. Confidentiality and Privacy Statement

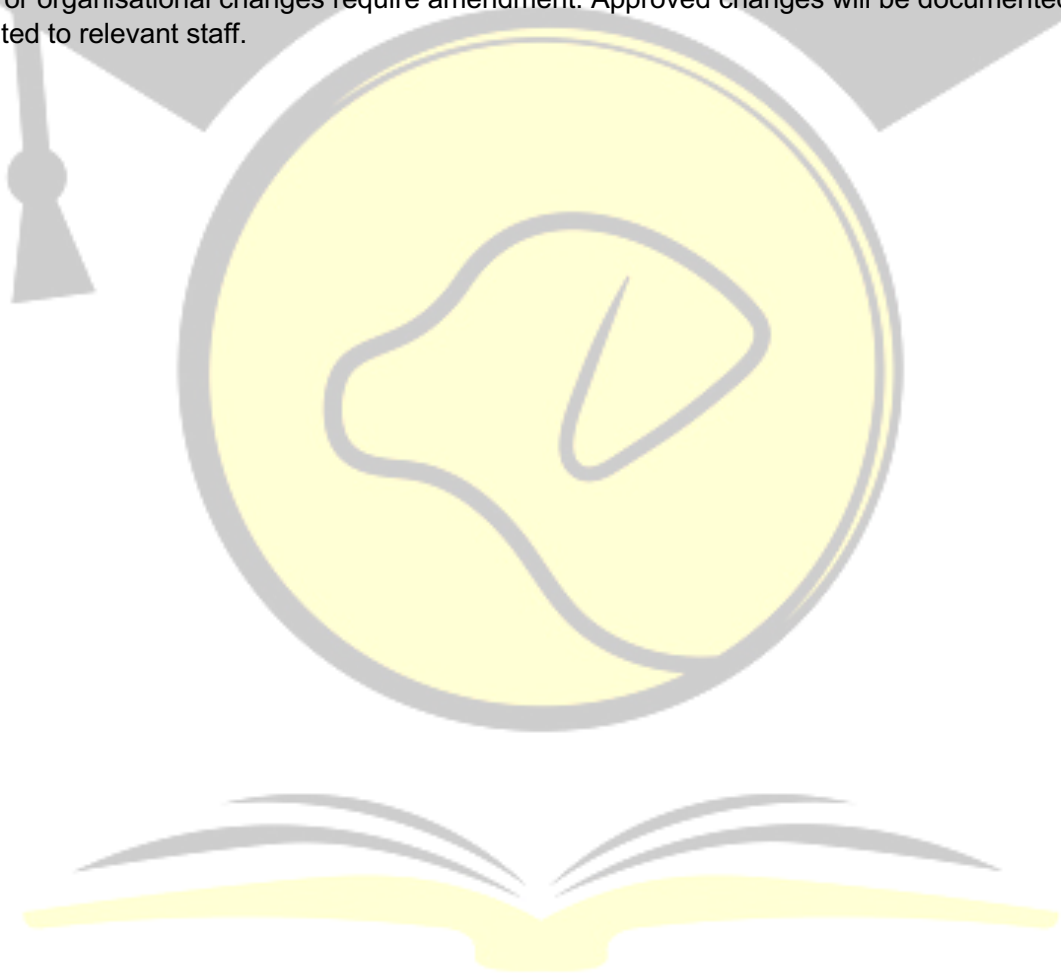
For more information, refer to MBC's Privacy and Confidentiality Policy. Application evidence, verification records and assessment decisions will be handled in accordance with privacy, confidentiality and records management requirements.

9. Publication

This policy, once approved, will be made available to relevant staff and students through approved document locations, the website where applicable, staff induction and on request.

10. Review Processes

This policy and procedure will be reviewed at least annually, or earlier where legislative, regulatory, operational or organisational changes require amendment. Approved changes will be documented and communicated to relevant staff.



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