

ENGLISH LANGUAGE PROFECIENCY POLICY FOR OVERSEAS STUDENTS

College	Britannia College of Excellence (BCOE)	Policy Number	AP010
Department	Business English Language Policy for overseas students	Date Issued	18.01.2010
Policy Title	Business English Language Policy	Renewal Date	17.01.2011
Responsibilities	Agents, College Administration Officers, Admissions and Administrations manager	Principal responsibility	Compliance Officer

The purpose of this policy is to clarify Britannia College of Excellence's position on English proficiency. It is hope that this will aid consistency in the work of BCOE's agents in their demonstration work (including when assessing student applicants suitability).

1. This policy is not intended to replace formally recognised English qualifications. Therefore the following applies:
2. For direct admission to academic/vocational programmes at NQF (National Qualification Framework) Levels 3, 4 and 5: either the competence level prescribed by the awarding body involved or, when none is indicated, a minimum competence equivalent to IELTS 6.0. (In programmes in Engineering and Science (but not including IT)
3. At Levels 3 and 4, either the competence level prescribed by the awarding body involved or, when none is indicated, a minimum competence equivalent to IELTS 5.5 may be permitted, provided the student agrees to attending an English Language support course. In this case the student will be required to attend the BCOE's Business English (CEFR –A2) – see below for details
4. For direct admission to programmes at NQF Levels 6 and 7: either the competence level prescribed by the awarding body or, when none is available, a minimum competence equivalent to IELTS 6.5.
5. For admission to one-year pre-undergraduate Foundation Courses (including a substantial English component): a minimum competence equivalent to IELTS 4.5.
6. BCOE recognizes that shorter pre-undergraduate Foundation Courses will require correspondingly higher existing levels of competence. Therefore
7. For admission to Pre-Sessional Courses (typically lasting three months) that precede programmes at Levels 6 and 7: an existing level of competence no lower than 6.0 if it is intended to make a single unconditional offer covering both programmes.
8. (Otherwise the admission to the academic/vocational programme should be conditional upon passing the Pre-Sessional Course at the required level, and a separate CAS will be necessary.)
9. If the proof of competence is an international or national test other than IELTS, ESOL, GCSE, International Baccalaureate, Warwick Test, or TOEFL (where there are established equivalences), the onus is on the students and their agents to provide evidence for the assumed equivalence.

10. All test results must be within their period of validity.

BCOE English Proficiency Course

11. The BCOE English proficiency course which all foreign students are required to complete as a module is:

Course name	:	Business English (CEFR –A2)
Source of course:	:	The Association of Business Practitioners (ABP)
Level	:	2

12. The course will run on a modular system and with duration of 4 month. There is a formal assessment/examination at the end of the three months duration which all students on the course are require to write. Students must achieve at least a Pass (50%) in order to graduate onto their main programme of study (e.g. ABE Diploma in Business Management). Students who fail or are deemed 'ill-equipped' at this stage will be required to repeat the module.

13. Where a student fail to achieve the 'Pass' grade as a result of circumstances beyond their control (e.g. they were unable to prepare for their exams due to bereavement), the college will review their overall performance on the programme and the circumstances surrounding their particular case and decide if the students must be awarded a 'Pass' or made to write the examination. Where students fail their exams due to circumstances beyond their control they must provide the college with proof of their special circumstance

14. As long as a student continues to fail their examination, they will normally expect to repeat the module. This repetition continues until the student is deemed ready or is referred to an academic competency assessment interview (ACAI). The referral may be made by the students class tutor, following an examination or by the academic board.

15. A student may be referred to ACAI if where he/she has failed all English examinations taken during at least 8 months periods of studying the English course continuously. This could be as early as the end of the semester examination after he/she has repeated the module for the first time, or any time 8 months of continuous study.

16. A referral to ACAI may result in one of the following:

- The student may be required to repeat their English course
- The student may be required to study English for a full year (or more), and they may be offered to enrol on a suitable English programme
- The student may be withdrawn from the English course and from any other course they intend to study at the college

17. Students repeating the English Module (over the entire 4 months) will be require to pay for the course fee. The college may agree instalment payment method with students but it is not obliged to do so. Where an instalment is agreement for any students the college shall expect the students to complete full payment within the first three months of the module.

18. This policy comes into effect on the date stated above and replaces all previous policies on the same subject