

HE-AP11 ENGLISH LANGUAGE REQUIREMENTS FOR ADMISSION

Abbreviations:

AHE	Apex Australia Higher Education
AQF	Australian Qualifications Framework
CEO	Chief Executive Officer
COE / eCOE	Confirmation of Enrolments / electronic Confirmation of Enrolment
DHA	Department of Home Affairs
IELTS	International English Language Testing System
LMS	Learning Management System
NAATI	National Accreditation Authority for Translators and Interpreters
PTE	Pearson Language Tests
SMS	Student Management System
SSVF	Simplified Student Visa Framework
TOEFL	Test of English as a Foreign Language

1. Purpose

- 1.1 The purpose of this policy and procedure is to stipulate the minimum requirements for English Language competency for admission to AHE's courses.

2. Scope

- 2.1 Applies to all admissions processes of AHE.

3. Principles for English Language competency at AHE

- 3.1 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.
- 3.2 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.

4. Actions and Responsibilities:

4.1 Credit for Prior Learning

- 4.1.1 All applicants for admission to an AHE course will be required to demonstrate English Language competency.

4.1.2 The types of evidence required to meet the criteria of English Language competency for admission to AHE are specified below.

4.2 English Language Tests

- 4.2.1 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.
- 4.2.2 All tests must have been completed by the applicant and the certification issued by the awarding institution **no more than two (2) years prior to the commencement of the first study period of the AHE course**. Refer to the table below.

English Language competency for admission to AHE with required results

Test	IELTS Academic English	TOEFL Internet-Based Test (iBT)	Pearson Test of English (PTE) Academic	Completion of a recognised English for Academic Purposes (EAP) pathway program or other equivalent English Language proficiency test results from accredited English Language institutions in Australia or overseas are also accepted. To check whether AHE recognises these results as equivalent, please contact admissions@ahc.edu.au
Results required for undergraduate courses	6.0 overall (minimum 5.5 in each section)	60 or higher overall	51 or higher	
Results required for postgraduate courses	6.5 overall (minimum 6.0 in each section)	79 or higher overall	59 or higher	

4.2.3 Specific English Language requirements may vary, depending on the Course and these are provided on the AHE website.

4.3 Prior study in the medium of English Language

4.3.1 An applicant will have fulfilled the English Language competency for admission to AHE if they have successfully completed (passed) an assessable Senior Secondary qualification where the qualification is taught and assessed in English AND was completed **no more than two (2) years prior to the commencement of the first study period of the AHE course**.

4.4 Other tertiary qualifications

4.4.1 An applicant will have fulfilled the English Language competency for admission to AHE if they have successfully completed an accredited degree (minimum three (3) years' duration) at an accredited tertiary institution where the sole language of instruction and assessment was English.

4.5 Alternate English Language Eligibility

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

- 4.5.1 Already been accepted for entry into an Australian university and fulfilled that university's English Language competency for admission, or
- 4.5.2 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 an original or certified copy of a statement or certification issued by the institution confirming the completion of their qualification, or
- 4.5.3 A NAATI accredited Professional Interpreter or Professional Translator qualification.

5. Letters of Offer

- 5.1 A Conditional Letter of Offer and Agreement will be issued to an international applicant who has met the academic requirements for admission but have not yet met the English Language competency for admission to AHE but are likely to fulfil the requirements before the start of their studies at AHE.
- 5.2 Before admission to the course is confirmed AHE will ensure the applicant has fulfilled the English language requirements of the course they are gaining admission to.
- 5.3 A full **Letter of Offer and Student Written Agreement** will only be issued if the applicant meets the academic and English Language requirements for admission to a course at AHE.
- 5.4 The student must begin their AHE course within one (1) year of applying to AHE.

6. Visa Requirements for International Student Applications

- 6.1 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.
- 6.2 For example, applicants who are not eligible for a Simplified Student Visa Framework (SSVF) arrangement must present "a specified English language test" in order to be granted a student visa for tertiary study. Refer to [DHA](#) for specific requirements.

7. Benchmarking Documents

- TEQSA Guidance Notes:
 - [Academic Integrity](#)
 - [Academic Quality Assurance](#)
 - [Course Design](#)
- [UNSW English Language Requirements](#)
- [English Proficiency Test Equivalency Chart](#)
- [PTE into IELTS converter](#)

8. Dissemination and Publication:

8.1 This Policy and Procedure will be published on the publicly accessible AHE website.

8.2 Students will also be advised of this Policy and Procedure during Orientation in the AHE Student Handbook.

9. Relevant Legislation and Relevant Websites:

Legislation

- [Education Services for Overseas Students Act 2000](#)
- [Higher Education Standards Framework \(Threshold Standards\) 2021](#) – Standard 1 (specifically 1.1.1a)
- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

Relevant Websites

- [Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#)
- [Department of Home Affairs](#)
- [TEQSA National Register](#)

10. Related Documents

- Institutional Quality Assurance Framework
- Letter of Offer and Student Written Agreement
- International Students Deferral, Suspension and Cancellation Policy and Procedure
- International Students Fees Payment Policy and Procedure
- International Students Fees Refund Policy and Procedure
- Register of Recognised English for Academic Purposes (EAP) Pathway Programs
- SARAS (Student at Risk Academic Support) Agreement and Review
- Student Academic Misconduct Policy and Procedure
- Student Academic Progression Policy and Procedure
- Student Admission Policy and Procedure
- Student Code of Conduct
- Student Grievance, Complaint and Appeal Procedure

11. Definitions

Refer to:

- Table of Acronyms and Definitions

Version Control

Document Name	English Language Requirements for Admission			
Document Code	HE-AP11			
Department	Academic Management			
Approved By	Academic Board	Date Approved	30 July 2018; May 2024	
Revision History				
Version	Date of Changes	Change Summary	Author	Review Due
V1.0	25 June 2018	New Document	CEO / Executive Dean	June 2021
V2.0	30 July 2018	Amended document that all applicants need to demonstrate English competency using the following means	CEO / Executive Dean	July 2021
V2.1	October 2018	Amended typos and updated document for DHA	CEO / Executive Dean	October 2021
V2.2	14 November 2018	Amended formatting and updated document names	CEO / Executive Dean	November 2021
V3.0	15 September 2021	Updated document for legislation and relevant document titles	CEO / Executive Dean	September 2024
V4.0	25 January 2022	PRV and CRICOS Code inserted; English Language requirement amended to IELTS 6.0 overall	CEO / Executive Dean	January 2025
V5.0	12 May 2023	Updates to logo and other updates based on external review and detailed review. Added PG entry requirements and validation steps for verifying requirements of conditional offers. Other wording changes for clarification. Approved: Academic Board	CEO and Dean	May 2026
V5.1	September 2023	Updated formatting, embedded links, updated version control table. Reviewed and noted at BoD meeting – 04.12.2023	Senior Compliance and Risk Manager	September 2026
V5.2	May 2024	Inclusion of EAP into the policy and procedure. Approved by AB: 16.05.2024	Senior Compliance and Risk Manager	May 2027
Organisation	Apex Australia Higher Education			
Document Controller	Senior Compliance and Risk Manager			