

ENGLISH PLACEMENT TEST (EPT) POLICY**1. Purpose**

The English Placement Test (EPT) is used by ACTB to assist in determining whether an applicant meets the English language requirements necessary to successfully participate in their chosen course, before an unconditional offer of enrolment is issued. The EPT is applied where an applicant does not provide acceptable English evidence or where the evidence provided does not meet ACTB's English entry requirements. The test provides ACTB with documented evidence that the student meets the English language requirements of the course in which they are seeking to enrol.

2. Scope

This policy applies to:

- Prospective students applying to study at ACTB who do not provide acceptable English evidence.
- Admissions staff are responsible for processing applications, including those where the EPT is undertaken.
- The suitably qualified nominated assessor is responsible for assessing the writing and speaking components of the test.

3. English Evidence and Exemptions

During the application review stage, the Admissions team will assess whether the applicant meets ACTB's English language requirements through acceptable evidence.

Applicants may meet the English language requirement through one of the following pathways:

3.1 Recognised English Language Tests (Alternative to IELTS)

Applicants may provide results from recognised English language tests, for example, PTE Academic, TOEFL iBT, or OET. Refer to the ACTB Enrolment Policy for approved tests and detailed equivalency score mapping.

3.2 Australian Vocational or Tertiary Qualifications

Applicants may provide certified documentation of having been awarded a Certificate IV or higher qualification issued by an Australian RTO or tertiary education provider within the past two years of CoE issuance.

3.3 Recognised Australian ELICOS Colleges

Applicants who have completed an ELICOS program in Australia with a length of study equivalent to the ACTB course entry requirement, and where the sole language of instruction and assessment was in English.

3.4 Medium of Instruction (MOI)

Applicants who have completed a minimum of five (5) years of study in English in one of the following countries: Australia, Canada, New Zealand, South Africa, the Republic of Ireland, the United Kingdom, or the United States of America.

Applicants who provide acceptable evidence under the above pathways are not required to undertake the EPT

The Admissions team must record all supporting evidence in the student's file as part of the admissions documentation.

4. Requirement to Sit the EPT

A student is required to complete the EPT if:

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- Acceptable English evidence is not provided; or
- The evidence provided is insufficient or does not meet ACTB's English entry requirements.

Where the EPT is required, the Admissions team will facilitate the test as part of the admissions process.

5. Structure of the EPT

The EPT consists of four components designed to assess different aspects of English capability:

- Grammar
- Vocabulary
- Writing
- Speaking

The Grammar and Vocabulary sections are automatically marked by the test system. The Writing and Speaking components are assessed by a suitably qualified nominated assessor.

6. Assessment and Outcome

The final EPT result is determined once all test components have been completed and assessed.

The outcome may indicate:

- Meets English requirement
- Does not meet the English requirement

EPT results will be reviewed by an ACTB staff member with appropriate LLN and/or English teaching qualifications and experience to determine equivalency.

7. Documentation and Evidence

All EPT-related evidence must be stored in the student file to demonstrate how ACTB determined the applicant's English suitability. Evidence includes the completed assessment task and the assessor's judgement.

This may also include the outcome and supporting assessment records.

Maintaining this documentation supports transparency, consistency and audit readiness.

8. Responsibilities

Admissions Team

The Admissions team is responsible for:

- identifying whether an applicant must sit the EPT
- facilitating the EPT with the student
- recording EPT evidence in the student file - verifying and recording English evidence and exemptions

Nominated Assessor

The nominated assessor is responsible for:

- reviewing the writing and speaking components of the EPT and providing judgment.