

# English Language Enhancement Policy

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## 1. Purpose

To provide students and staff of SIBT with general principles and strategies regarding the development of English Language proficiency for students with English as a second language (ESL).

## 2. Application

This policy applies to all students enrolled in Foundation, and Diploma level programs offered at SIBT.

## 3. Policy Statement

Higher education institutions are responsible for ensuring their students are sufficiently competent in the English language to participate effectively in their university studies. Poor English is associated with weaker academic outcomes, lower success in academic course work and poor progression and retention. English language proficiency and communication skills are key graduate generic abilities for our students. Importantly students need to be made aware they have responsibilities for further developing their English language proficiency during their study at SIBT and are advised of these responsibilities during orientation.

SIBT has developed many strategies to increase English language skills among international students in order to maximise their chances of success in their academic studies.

## 4. Strategies for development of English language skills

SIBT aims to assist students whose first language is not English to be well prepared for their university studies in terms of English language skills by:

- embedding weekly academic communication interactive practice and professional skills development in COMM100 /COMM101 /COMM103, undertaken by all SIBT students in all Diploma Programs in their first session (discipline based).
- embedding two academic communication units in the Extended Foundation and Standard Foundation Programs;
- students undertaking Provisional Entry into a Diploma will complete an enabling English language unit, ACES100 Academic Communication for English Success. If students are unsuccessful in ACES100 in their first attempt, they will be allowed to repeat the unit one additional time at the full cost of the unit. The final intake for Provisional Entry will be Session 1 (March) 2020, after which point Provisional Entry (and therefore the ACES100 support unit) will no longer be available. SIBT will ensure that students who enter the College in the Session 1 2020 intake will be able to repeat the ACES100 support unit if required, but no further new students will be accepted after the Session 1 intake:
- implementing diagnostic testing of English language proficiency at session commencement for all new students in academic communication units compulsory for all students in their first session in all Foundation and Diploma programs.
- conducting weekly formative assessment of student performance in the classroom;
- regular teacher discussions and review of student performance with Program Convenor;
- indicating students at risk to Program Convenor (by week 4);
- providing further support and review by learning advisors;
- reviewing students' overall skills if demonstrating poor academic progress;
- encouraging teaching staff to assist students in developing knowledge of discipline-specific terms and language in courses by developing a class glossary on the SIBT learning platform;

- providing workshops on common topics in academic language development;
- providing students at risk with an individualised language study plan and meeting with them on a one-on-one basis throughout the session;
- providing tailored language support to students by organising one-on-one appointments with learning advisors, and/or with teachers during consultations hours before/after class;
- providing individual assignment assistance with an emphasis on the development of transferable skills;
- providing regular social and cultural activities; and
- ensuring students understand their responsibilities in continuing to develop their English language competency throughout their studies by:
  - explaining this responsibility in orientation;
  - placing posters reminding students of this responsibility throughout the college's building;
  - encouraging teachers to promote the use of English language among students at all times in class;
  - encouraging all staff to promote an English-only policy while at SIBT to encourage a friendly and inclusive environment; and
  - encouraging each student to proactively seek support throughout their studies.

#### Amendment History

<b>Department:</b>	Academic	
<b>Approval Authority:</b>	Academic Board	
<b>Approval Date:</b>	15/12/2016	
<b>Date for Next Review:</b>	October 2022	
<b>Revision Date</b>	<b>Version</b>	<b>Summary of changes</b>
15/12/2016	1	New policy. Endorsed by SMT 7 October 2016. Approved by Academic Board 15/12/16.
24/10/2019	2	Included information regarding Provisional Entry and the ACES100 support unit. Minor changes to improve clarity of language.