

IS.16.38 Pre-Enrolment Information Sheet – International Students

General English (ELICOS) CRICOS Code 098550D

What is General English:

- The purpose of the General English course is to provide overseas students with a strong, well balanced knowledge and application of the English language. It is taught in a fun and practical manner which will engage the students. The course provides opportunity for students to learn, make errors, receive feedback and engage in authentic, functional and practical conversational settings. Students will study speaking, listening, reading, writing, grammar, vocabulary and pronunciation and the course will prepare them to use English outside the classroom or to move on to further English study.
- The General English course is delivered over 6 levels (i.e. Beginner, Elementary, Pre-Intermediate, Intermediate, Upper Intermediate and Advanced) with each level spanning over 14 weeks inclusive of public holidays and re-assessment and catch-up days.
- Prior to enrolment students will be assessed (across the four English Macros) so that they can be placed in an appropriate level for optimum learning.

What is the duration of this course?

Minimum of 4 weeks to a maximum of 84 weeks (including holidays, re-assessment and catch-up days) – which will be timetabled for 20 hours, over three days per week

Campus & Mode of Study:

- Level 10, 51 Queen Street, Melbourne, Victoria 3000
- Face to face delivery and assessment, on campus.

What are the Course entry requirements?

- AVETA requires that all students are over 18 at the time of enrolment

Study Areas

- Speaking, Listening, Reading and Writing English Language

Safety & Security after 6pm and Weekends

If students are timetabled to attend classes after 6pm and Weekends, it is in the student's own interest to travel to and from their transport in groups (as they should not isolate themselves when travelling to and from AVETA's premises).

Assessment Methods include:

- A variety of weekly formative activities (for speaking, listening, reading and writing); and Group Unit Summative Assessment Activities for Units 1-4; 5-8 to assess the student's academic progress & 9-10 or 12 to assess level-up and to provide feedback
- For a student to level-up (i.e. progress to the next level) they will be required to achieve at least 60% for each of the 4 English Macros of Speaking, Reading, Writing and Listening for Units 9-10 or 12.

Certificates

At the end of their enrolled period of studies, students will be issued with a Completion or Partial Completion Certificate.

Application Procedure

Apply directly to AVETA or through AVETA Approved Educational Agents.

Pathways from this qualification

There are no formal pathways into VET or higher education courses on completion of this General English Course.

However after achieving the General English - Intermediate Level, a student will then be able to enrol in Vocational qualifications on AVETA's scope of registration, such as:

- Certificate IV in Business, or
- Certificate IV in Leadership & Management, or
- Certificate III in Commercial Cookery

Deferment, Suspension and Cancellation

Please refer to AVETA's Deferment, Suspension and Cancellation Policy - further information is available online or at AVETA's Queen St Campus.

Student Support Services

AVETA offers a range of Student Support Services upon request that cater to the needs of all students, including support programs, social inclusion activities, career counselling, resume writing, and IT support.

Refunds

Please refer to AVETA's Refund Policy and Refund Procedure - further information is available online or at AVETA's Queen St Campus.

WHERE CAN I GET FURTHER INFORMATION?

Reception Desk, Mezzanine Floor

51 Queen Street

Melbourne, Victoria 3000

Phone: **03 9629 8835**

Or visit AVETA's website at www.aveta.edu.au

Course Progress and Attendance Requirements For ELICOS Courses

Under the ESOS Act, the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018) – Standard 8 Overseas student visa requirements: AVETA will:

- clearly outline and inform overseas student before they commence this course, of the requirement to achieve satisfactory course progress and attendance for ELICOS Courses.
- AVETA will use its Web-site, Education Agents, Brochure and Pre-enrolment Information Sheets (for each course on its scope of registration) to inform prospective students of this requirement
- ensure that expected duration of study specified in the overseas student's CoE will not exceed the CRICOS registered duration for this course i.e. 84 weeks which will be **timetabled for 20 hours, over three days per week.**
- monitor overseas students' course progress and attendance for this course (in which the overseas student is enrolled) to ensure the overseas student is in a position to complete their course within the expected duration specified on the overseas student's CoE.
 - **The minimum attendance requirement is:**
 - **80% of the scheduled contact hours for the course**
 - **Not be absent for more than five (5) consecutive days without approval.**
- AVETA's Trainer is responsible for a group of enrolled overseas students and will regularly monitor course progress and attendance of their students (and notify, and assist a student before the student's attendance drops below 80%. The intent of contacting the student is to find out why they have been absent, so that AVETA may be able to provide appropriate support).
- identify, notify and assist an overseas student at risk of not meeting their course progress and/or attendance requirements, in sufficient time for students to achieve satisfactory course progress, where there is evidence from the overseas student's Summative Assessment Tasks or attendance records that the overseas student is at risk of not meeting this requirements i.e. the overseas being unlikely to complete their course within the expected duration specified on the overseas student's CoE.
- AVETA's Trainer responsible for a group of enrolled overseas students will initiate AVETA's Intervention strategy for these students to assist them so that they can complete their course within the expected duration specified on the overseas student's CoE. The Trainer will initially utilise the re-assessment and catch-up days provided in each timetable for this purpose. The Intervention strategy will be documented, signed and dated and placed on the particular overseas student's file; with a copy provided to the student.
- Continue to assess the overseas student and if they continue to be at risk of not meeting their course progress and/or attendance requirements, AVETA will give the overseas student a written notice as soon as practicable which:
 - Will notify the overseas student that AVETA intends to report the student for unsatisfactory course progress; and will inform the student of the reasons for the intention to report; and will advise the student of their right to access AVETA's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- Only report unsatisfactory course progress or in PRISMS in accordance with section 19(2) of the ESOS Act if:
 - the internal and external complaints processes have been completed and the decision or recommendation supports AVETA, or
 - the student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - the student has chosen not to access the external complaints and appeals process, or
 - the overseas student withdraws from the internal or external appeals processes by notifying AVETA in writing.
- AVETA may decide not to report the overseas student if the student is maintaining satisfactory course progress.
- With regards to the ESOS Regulations 2019 (from 1 October 2019), where a student has breached a condition of their student visa with respect to course attendance or progress requirements; VTI will give the following information in the Provider Registration and International Student Management System (PRISMS) specifically:
 - the student's contact details,
 - their residential address in Australia and
 - their residential address overseas.
- Not extend the duration of an overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless:
 - there are compassionate or compelling circumstances, as assessed by AVETA on the basis of demonstrable evidence, or
 - where AVETA has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
 - an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).
- If AVETA extends the duration of the student's enrolment, AVETA will advise the student to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.