English Language Development Policy (GC)

Queensland Institute of Business Technology Pty Ltd
ABN 38 076 195 027

Document

Document Name	English Language Development Policy (GC)
Brief Description	This Policy provides Griffith College students and staff with general principles and strategies regarding the development of English Language proficiency for students with English as a second language. This Policy applies to all students enrolled in non-award studies, Foundation, Diploma and Associate Degree level programs offered at Griffith College.
Responsibility	Academic Director
Initial Issue Date	18/05/2010
Authorising Body	Management Committee

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
17/08/2022	6	Scheduled review and update to new template.	Student Learning Advisor (SLA)

Related Documents

Name	Location
Graduate Generic Skills and Abilities Policy	Policy HUB

Contents

1 Purpose and Scope

1.1 Introduction

This English Language Development Policy sets out the approach of Griffith College relating to the development of English Language proficiency for students with English as a second language (ESL).

1.2 Purpose

The purpose of this Policy is to provide students and staff of Griffith College with general principles and strategies regarding the development of English Language proficiency for students with ESL.

1.3 Scope

This Policy applies to all students enrolled in non-award studies, Foundation, Diploma, Associate Degree and Masters level programs offered at Griffith College.

2 Policy Statement

2.1 Philosophy of English Language Development

Higher education institutions are responsible for ensuring their students are sufficiently supported in English language development to enable them to achieve expected learning outcomes and effectively participate in tertiary study. 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 Griffith College and are advised of these responsibilities (National Code of Practice for Providers of Education and Training to Overseas Students, 2018).

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

2.2 Strategies for development of English language skills

Griffith College 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:

- delivering free Language Development Modules (LDMs) tailored to specific program specialisations;
- ensuring students understand their responsibilities in continuing to develop their English language competency throughout their studies by:
    - explaining this responsibility in orientation;
    - encouraging staff to promote the use of English language among students at all times;
- embedding the course Academic and Professional Skills Development in all Diploma programs;
- embedding two Communication courses in the Foundation Program;
- embedding an English language enhancement course within the Associate Degree;
- embedding the course Academic Communication for Postgraduate Students in the Masters Qualifying Program;
- providing workshops in academic language development;
- providing individual assignment assistance with an emphasis on the development of transferable skills;
- providing access to online English language development tools;
- encouraging teaching staff to assist students in developing knowledge of discipline-specific terms and language in courses; and
- providing regular social and cultural activities.

3   Responsibilities

Responsibility	CDP	QCM	AD	DSAS	PC / PA	CC	SLA	All
Maintain currency of policy			C	A	C	C	R	
Develop free Language Development Modules (LDMs)			A	C	S	S	R	I
Ensure students understand their responsibilities in continuing to develop their English language competency	A		R	S	C	C	R	I
Development of relevant courses for developing English language competency		I	A	C	R	R	S	I
Provide workshops, assignment help and activities that support English language competency	I	I	C	A	C	C	R	I
CDP=College Director, QCM=Quality & Compliance Manager, AD= Academic Director, DSAS= Director, Student & Academic Services, PC/PA=Program Convenor/Advisors, CC=Course Coordinators, SLA= Student Learning Advisors, ALL= All staff								

4   Compliance

4.1   General

Academic Director will ensure staff are informed about this Policy through staff meetings and communications.

Students will be made aware of this Policy through the College website, digital campus, communication and support from the Academic and Support teams and through Orientation sessions.

4.2   Relevant Legislation

National Code 2018 Standards 1.2, 2.2, 3.3, 6.1, 6.3,

Higher Education Standards Framework (Threshold Standards) 2021 1.10, 1.3.2, 7.2.2

4.3   Review

This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines. This review process aims to ensure alignment to appropriate strategic direction of Griffith College and continued relevance to Navitas' current and planned operations.

4.4   Records Management

All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Policy Hub	Permanently with control in place for revisions	Policy Hub archive