

ELT Procedure for Placement of New Students

Procedure Statement

This procedure explains the process of placing students in the English Language Teaching Program at UTS College.

SCOPE

The purpose of this document is to provide the procedure for the placement of new students (pre arrival) in ELT.

This procedure applies to all staff involved in the management of ELT students' placement.

BACKGROUND

UTS College accepts IELTS, TOEFL and PTE (Academic) results for placement in UTS College Academic English (AE) pathway programs at a guaranteed English level (GEL) prior to arrival.

Where a student does not have a high stakes IELTS, TOEFL or PTE (Academic) result, the VERSANT English Placement Test (VEPT) can be used to assess the English language skills, including listening, speaking, reading and writing of potential students and students can be placed in AE levels according to these results.

Students with High Stakes English test results or VEPT results are only tested on arrival in exceptional circumstances. In such cases a GEL is **not** added to the student's Ci record and an email to the Associate DoS and ELT co-ordinator is sent requesting a test on arrival.

Note: A VEPT result does not replace results from IELTS, TOEFL or PTE (Academic).

Where no High Stakes Test results are available, or the student has achieved a score below 33 in the VEPT, an UTS College OPT (Overseas Proficiency Indicator Test for English) can be given. OPT results only give an estimate of the minimum number of weeks of ELT a student requires to reach their desired English level at UTS College. These students are tested on arrival either by sitting a VEPT or a (low level) paper test. There are TWO versions of the paper test: one for students with minimal English, and the other for students with some language skills.

Note: Only High Stakes Test results can be used to place students in Academic English level 6 (AE6) English for Academic Research.

DEFINITIONS

Associate DoS	Associate Director of Studies (ELT)
Channel Partner	UTS College agents
ELT	English Language Teaching program
GEL	Guaranteed Entry Level
High Stakes Test	Internationally recognised English language test (IELTS, TOEFL, PTE Academic)
IELTS	International English Language Testing System
'Off Track'	When a student is off track to start their next course on time (as specified in their package offer)
OPT	Overseas Proficiency Indicator Test (for English)
PTE	Pearson Test of English (Academic)
Student one	UTS College Student management system (CI)
Test Result Table	A scaled table which shows the equivalence between high stakes tests and the associated Academic English level
TOEFL	Test of English as a Foreign Language
VEPT	VERSANT English Placement Test (a test available in channel partner offices and also used onshore for placement of onshore students)

STEPS

Action	Description	Responsible
Receive High Stakes Test or VEPT results from Channel Partner	<p>High Stakes English test scores or VEPT scores are received with or after a course application is lodged.</p> <p>Valid scores (only those of tests undertaken in the 12-month period before course commencement) are added to the student's record on CI.</p>	Student Centre or Student Admissions
Determine GEL based on High Stakes Test or VEPT results	<p>If High Stakes Test scores or an overall VEPT score of 33 or above is received, the students test scores are assessed against the Test Result Table for placement in an Academic English level (AE).</p> <p>Once the AE level is confirmed, the student or their agent is advised and a GEL comment is added to the student's record on CI.</p> <p>Where necessary, jagged test results are sent to the ELT Coordinator to be assessed.</p> <p>Note: Where the overall VEPT result is below 33, the student is asked to sit an additional OPT. This is available at all Channel Partner offices.</p>	Student Centre or Student Admissions
Determine GEL based on low level VEPT result	<p>In such cases, where the overall VEPT score is below 33, the poor VEPT score and the OPT score are added to the student's record in CI.</p> <p>Both scores are also emailed to the ELT Co-ordinator to assess the GE level and determine the GEL.</p> <p>Note: A GEL will only be added to a student record after sitting an OPT if an appropriate VEPT score also exists.</p>	Student Centre or Student Admissions
Receive OPT result from Channel Partner	<p>Where a channel partner cannot provide a VEPT and no other High Stakes Test has been taken, a student can take an OPT.</p> <p>Channel Partner will provide results to student admissions.</p>	Channel Partner
OPT is sent to ELT Coordinator	Email OPT to ELT Coordinator.	Student Admissions

Assess OPT results	<p>The student's test results for OPT are assessed against the Test Result Table with particular attention to the Writing score.</p> <p>The student is placed in a GE level based on this assessment.</p> <p>Note: A GEL cannot be provided solely on results from an OPT.</p>	ELT Coordinator
Record placement results	All results are sent back to Student Admissions or the Student Centre as appropriate and are recorded on ELT spread sheets on V:drive, ELT.	ELT Coordinator
Enter data into Student One (CI)	<p>Record the result of the placement level on the student record.</p> <p>Note: OPT results are added to the Educational Background field of the students' CI record.</p>	Student Admissions or Student Centre
Review FTE Orientation list	<p>The FTE Orientation list is printed from Student One for Orientation and is checked.</p> <p>Students who have been given a GEL are automatically placed in an AE level.</p> <p>Students who do not have a GEL are tested upon arrival at UTS College.</p> <p>All placements are checked and students who might be "off track" are identified.</p>	ADoS, ELT Coordinator
Receive High Stakes Test or VEPT results from Channel Partner	<p>High Stakes English test scores or VEPT scores are received with or after a course application is lodged.</p> <p>Valid scores (only those of tests undertaken in the 12-month period before course commencement) are added to the student's record on CI.</p>	Student Centre or Student Admissions

<p>Determine GEL based on High Stakes Test or VEPT results</p>	<p>If High Stakes Test scores or an overall VEPT score of 33 or above is received, the students test scores are assessed against the Test Result Table for placement in an Academic English level (AE).</p> <p>Once the AE level is confirmed, the student or their agent is advised and a GEL comment is added to the student's record on CI.</p> <p>Where necessary, jagged test results are sent to the ELT Coordinator to be assessed.</p> <p>Note: Where the overall VEPT result is below 33, the student is asked to sit an additional OPT. This is available at all Channel Partner offices.</p>	<p>Student Centre or Student Admissions</p>
<p>Determine GEL based on low level VEPT result</p>	<p>In such cases, where the overall VEPT score is below 33, the poor VEPT score and the OPT score are added to the student's record in CI.</p> <p>Both scores are also emailed to the ELT Co-ordinator to assess the GE level and determine the GEL.</p> <p>Note: A GEL will only be added to a student record after sitting an OPT if an appropriate VEPT score also exists.</p>	<p>Student Centre or Student Admissions</p>
<p>Receive OPT result from Channel Partner</p>	<p>Where a channel partner cannot provide a VEPT and no other High Stakes Test has been taken, a student can take an OPT.</p> <p>Channel Partner will provide results to student admissions.</p>	<p>Channel Partner</p>
<p>OPT is sent to ELT Coordinator</p>	<p>Email OPT to ELT Coordinator.</p>	<p>Student Admissions</p>
<p>Review test results at Orientation</p>	<p>During registration at ELT orientation a student may present another highstakes test result that has been achieved after the date of the assigned GEL.</p> <p>In this instance the high stakes test result will be recorded on the FTE Orientation list and used to place student.</p>	<p>ELT staff on registration desk ELT Coordinator</p>

End of Procedure

SUPPORTING DOCUMENTS

- *Test Results Table for placement in UTS College Academic English (AE) levels*

ADMIN USE ONLY

APPROVAL	
Signature:	
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