



KEYSTONE COLLEGE

OF BUSINESS & TECHNOLOGY

ELICOS

Placement Test Policy and Procedure

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1 POLICY

Keystone College of Business and Technology (KCBT) follows this policy for all potential students who wish to study English Language courses (ELICOS).

2 PURPOSE

The purpose of this policy is to ensure that the students who are enrolling and who are planning to enrol in the ELICOS course provided by KCBT are assessed by a placement test to determine the appropriate level of the course for which the enrolment is sought.

3 SCOPE

This policy applies to all the students enrolled in the ELICOS courses provided by KCBT.

4 PROCEDURE

Placement Test - Before issuance of LOO

- All prospective students who intend to enrol for the ELICOS course are required to sit for a Placement Test before issuance of a Letter of Offer (LOO).
- All tests are conducted online using the KCBT website portal.
- The placement tests are marked by the enrolment department and the results are saved in Wisenet.
- Based on the results, the student is offered a place in the relevant ELICOS level.
- If there have been suspected instances of cheating, or the ELICOS Coordinator suspects a student of cheating, further language assessment is conducted.
- The applicants who are enrolling for VET courses and do not provide any English Language proficiency evidence are required to sit for the “KCBT English Level Assessment Test for VET”.
- The student must achieve:
 - A “B1 Pre-Intermediate – GE 2” exit level for Certificate III VET level course.
 - A “B1+ Intermediate – GE2” exit level for Certificate IV or Diploma level or Advanced level VET course.

Placement Test – At the time of Orientation

- All ELICOS students are required to sit for another test at the time of orientation (4 macro components).
- The ELICOS coordinator or the ELICOS teacher marks the test on the same day and the results are forwarded to the enrolment team for record-keeping purposes.
- Test scores are compared for validation purposes and if there are discrepancies in test results, students are counselled by the ELICOS coordinator.
- In case changes are required to the ELICOS level, the LOO and COE are amended to reflect the current ELICOS level before the student begins their class.
- The enrolment team makes the required amendments and shares the “New” LOO and COE with the student.
- The administration team makes changes to Wisenet and reflects these changes in student timetables.

- The administration team advises the ELICOS coordinator via an email, once the changes are made on Wisenet.

Placement Test score (Out of 80) 40 marks: Core Placement Test 20 marks: Writing test 20 marks: Speaking test	General English Class	IELTS equivalent (For VET USE ONLY)
0 - 32	A1 Beginner/Starter- GE 1	
33 - 46	A2 Elementary- GE 1	Exit Band 4
47 - 54	B1 Pre-Intermediate – GE 2	Entry Band 4 Exit Band 5
55 – 62	B1+ Intermediate – GE 2 / PTE	Entry Band 5 Exit Band 5.5
63 - 70	B2 Up. Intermediate – GE 3/ PTE	Entry Band 5.5 Exit Band 6.5
71-80	C1 Advanced -GE 3/ PTE	Entry Band 6.5 Exit Band 7.5

5 GRADUATION CERTIFICATE FROM ANOTHER SCHOOL

- KCBT only accepts the following as proof of level.
 - An IELTS certificate
 - A Cambridge certificate [FCE, CAE etc.]
 - A PTE certificate.
- IELTS, PTE certificates and Cambridge Certificates expire after 1 year.
- KCBT does not accept ELICOS certificates of completion from other Australian registered providers for ELICOS entry.
- KCBT accepts ELICOS certificates of completion from other Australian registered providers for VET qualifications. Students are required to sit the KCBT LLN test, please refer to LLN test policy and procedure.
- Enrolment and/or Student Services must contact the ELICOS Coordinator/s by email regarding queries related to the Graduation Certificate.

6 IMPLEMENTATION AND RESPONSIBILITY

The ELICOS Coordinator, ELICOS Student Support and Administration team are responsible for ensuring the procedure of administration and assessment of the placement test is conducted professionally and smoothly.

The CEO has overall responsibility for the implementation and review of this policy and procedure.