



Australian Leading Institute of Technology

RTO Code: 45156

CRICOS Code: 03981M

No.2.1.3: English Only Policy and Procedure

Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	Standards for RTOs 2015 – Standard: 1.1; 1.3(b); 1.7;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

Purpose

This policy has been developed to help students to maximise their English language skills during their studies in Australia. To help the students to improve their English language skills, they are expected to communicate in English **ONLY** at all times whilst at the ALIT.

Objective

The ALIT takes the English Only Policy very seriously, so from the moment the student enters the building, the only language spoken is English.

Scope

This policy will apply to all the students, staff and other ALIT stakeholders.

Procedures

	Description	Responsibility
1.	<p>During classes, students must only communicate in English. If they are found to be using their own language during a class, they will be asked to speak in English only.</p> <p>If the student continues speaking in their own language and not English, they will be asked to leave the class and will be marked absent.</p> <p>If help or clarification on the point of English or general matter is asked by one student to another student in their own language, they must ask the Trainer for permission to do so.</p> <p>The <i>Lunch Area, Common Rooms, Learning Centre</i> and <i>Corridors</i> are English <u>ONLY</u>. Persons not speaking English in these areas will be reminded of the English only rule.</p> <p>If the student(s) continually speak in their own language, they will be asked to leave the building for the duration of the break period.</p> <p>During break times if the student needs to use their mobile phone to speak with someone in their own language or to another student, the student should go to the recreation area which is designated for this purpose.</p> <p>If the student is caught speaking any language other than English, then the student will be asked to go to the designated area or leave the building.</p>	<p>PEO</p> <p>CEO</p> <p>Trainers and Assessors</p> <p>Students</p>

	<p>If the student is caught a second time, then they will be asked to leave the building immediately. Further breaches will require the student to have a meeting with the PEO to discuss their behaviour and possible disciplinary action.</p> <p>The use of Mobile Phones during class time is <u>NOT PERMITTED</u> unless it is an emergency. If the student is expecting a call, they need to advise the Trainer prior to class starting. If the student uses the mobile phone during class time without first notifying the teacher, they will be asked to leave the class and marked absent.</p>	
--	--	--

Version Control:

Document Name	No.2.1.3: English Only Policy and Procedure V 2.0 20062023			
Document Code	V 2.0 20062023			
Approve By	CEO	Date Approved	20.06.2023	
Revision History				
Version	Date of Changes	Change Summary	Author	Review Due
V1.0	October 2022	Original	VET management	June 2023
V2. 0	June 2023	Updated & reviewed	VET management	June 2024
Organisation	Australian Leading Institute of Technology			
Document Controller	Operation and Compliance Officer			