

**English Language
 Policy & Procedure**

DATE APPROVED	1st December 2022
POLICY PREFIX	ED
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Approved By: Academic Committee
 QA Committee

Date: 21/11/2022

Approved By: Tony O' Brien
 CEO

Date: 01/12/2022

This policy pertains to **Northridge House Education and Research Centre at St Luke's Cork**, hereafter referred to as **the Centre**.

1. Purpose of Policy

This policy is in place to ensure that all Learners attending QQI courses within the Centre have an appropriate level of English to be able to understand all elements of their course. The policy will assist the Centre in delivering training to Learners that meets the standard set out in our Quality Assurance Policy.

2. Definitions

QQI – Quality & Qualifications Ireland

The Centre – Northridge House Education Centre

3. Scope of Policy

This policy applies to all Learners undertaking QQI courses within the Education centre.

4. Policy Statement

All courses delivered by the Centre, both internally or externally are delivered in English through both documentation and verbal communication.

Assignment submissions are also to be written and submitted in English by Learners.

In line with the Quality Assurance Policy all Learners undertaking courses at the Centre must have a proficient competency in English. This will help to facilitate learners getting the most out of the course they have enrolled in and will assist tutors in delivering courses within predetermined deadlines.

Minimum English Language Requirements:

Teaching is through the medium of English. Learners must demonstrate a high level of competence in the English language to be admitted. Minimum English language requirements apply to all applicants at all levels of study.

Learners whose first language is not English must show that they meet a certain standard of English language proficiency. This can be proven through any one of the following methods:

- Common European Framework of Reference for Languages (CEFR) Level B2 or higher
- Merit or Distinction in the QQI Level 5 modules English as a Second Language 5N1632 or Communications 5N0690

- International English Language Testing System–Academic (IELTS) – Minimum overall band score of 7.0, with a result not less than 6.5 in each of the individual sections
- Test of English as a Foreign Language (TOEFL) – Internet Based Test: Minimum total score of 100 out of 120, with a score not less than 22 in Reading and Listening. Not less than 26 in Speaking and NOT LESS than 24 in the test of written English

In all cases the test results must not be more than 2 years old

6. Roles and Responsibilities

Learners are made aware of the English Language requirement on their application form for any QQI course. The English language requirement is also clearly stated on the information page for each course on The Centre website. The Learner is responsible for ensuring that they have the required level of English prior to course commencement.

The Centre has established links with Language Support Centres and will refer Learners with insufficient English skills in order to enhance such a shortfall.

7. Associated Documentation

Course Application Form (F12) (Appendix A)

8. Referenced Policies

Quality Assurance Policy ED 18

9. Monitoring and Review

This policy will be reviewed periodically or as required.

Appendix A

QAI Course Application Form

QAI Level - Course Name and Number

Dates:
Duration:
Time
Cost:

Name:	
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Job Title / Role:	
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Address:	
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Date of Birth:	PPS No:
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Email:	
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Telephone Home:	Telephone Mobile:
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How did you hear about us?
 Internet / Website / Newspaper / Other _____ (please circle as appropriate)

Payment Type: **(Cheques payable to St. Luke's Home)**



Cheque / Cash / Postal Order / Bank Draft (please circle as appropriate)

To secure a place please return this completed form and fee to:

Claire Coakley, Northridge House Education & Research Centre, Castle Road, Mahon, Cork.

claire.coakley@stlukeshome.ie

Please note that payment is required in full before the course commences and **fee is non-refundable**

Please Note Mobile phones must be switched off while in class

Do you have any special needs / requirements? YES / NO If yes please state _____

All participants on this course must have good fluency in English (Both Oral & Written) Details are available from the Centre

If you would like to be added to our mailing list please tick box