

## **LANGUAGE REQUIREMENTS POLICY AND PROCEDURE**

### **ENGLISH LANGUAGE PRE-REQUISITE**

Each student applying for entry, re-enrolment or re-instatement to the College shall submit with his or her application such evidence as the College may require from time to time of proficiency in English (reading, writing, speaking and listening) to a level equivalent to or exceeding TOEFL 550 or IELTS 6.0 Academic for entry with a minimum of 5.5 in any band.

The Principal may in addition to such evidence require any student to undergo any oral or written examination set by the College Council to confirm such proficiency.

The College may accept a student on his or her undertaking to attain, at his or her expense, the required proficiency in English before commencement of the first Semester. If the student has not attained the required proficiency prior to commencement, the student shall not be entitled to commence the Semester.

The student upon attainment of the required proficiency level shall be entitled to entry into the next available applicable course and the fees already paid by the student shall be applied in satisfaction of the student's fee obligations in respect of such course. Failure to attain the required proficiency level does not entitle the student to a refund of fees.

Students returning to ICHM after a period of deferred studies may be required to undergo retesting in English to establish their current level of proficiency.

### **SECOND LANGUAGE REQUIREMENT**

#### **GENERAL**

To qualify for the *Swiss Hotel Association Diploma of International Hotel Management* or for entry into the *ICHM Bachelor of International Hotel Management*, it is a requirement that students demonstrate functional proficiency, at a business level, in a second language. Students meeting the entry criteria for ICHM are deemed to be proficient in English which becomes by default the "first" language. Students may nominate their mother tongue or any suitable world language for approval to meet the Second Language requirement.

Students who are not proficient in a second language may, at their discretion, choose to undertake to study a second language in lieu of one (only) Internship.

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## **STUDENTS NOT ALREADY PROFICIENT IN A SECOND LANGUAGE**

Students who are not already proficient in a second language may choose to study in any manner they wish with or without the assistance of a recognised language training provider, however, assessment of proficiency may only be conducted by a suitably qualified Registered Language Training Provider approved by ICHM.

Approved Registered Language Training Providers must use an internationally recognised assessment scale. The required level of fluency has been set at a level equivalent to the Eurocentre Assessment Level 6.0 for Listening, Speaking, Writing and Reading - (See Attachment A – “*The Eurocentre Scale of Language Proficiency*”).

Only three scales have been endorsed by the ICHM Academic Board. The minimum standard of second language proficiency for each is:

- Eurocentre Assessment Criteria  
Minimum Standard: 6.0
- International Second Language Proficiency Rating (ILSPR)  
Minimum Standard: 3 (in Reading, Writing, Listening and Speaking)
- Common European Framework of Reference for Language (CEFRL)  
Minimum Standard: B2 ( in Learning, Teaching and Assessment)

The following qualifications have been benchmarked against the CEFRL:

- Progetto Lingua Italian Dante Aligheri (PLIDA), Livello Progresso B2
- Certificazione di Italiano come Lingua Straniera (CILS), CILS Due
- Diplomas de Español como Lengua Extranjera (DELE)  
Diploma Básico de Español (high intermediate level)

The following qualification has been benchmarked against the Eurocentres scale:

- Han Yu Shui Ping Shi (HSK) examination for Chinese (Mandarin): Level 3 (Basic) for reading and writing and level 7 (Intermediate) for speaking and listening

Note: For languages employing scripts other than roman, the minimum standard for Reading and Writing (only) is reduced to:

- Eurocentre: 4.0 or
- ISLPR: 2 or
- ECF: B1

The Vocational Language Learning Centre (VLLC) is the organisation appointed in Australia to assess the language fluency of ICHM Students. Other approved language providers are listed in Attachment B: "*Language Testing for ICHM*"

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## **APPLYING TO STUDY A SECOND LANGUAGE IN LIEU OF AN INTERNSHIP**

One (only) internship in the *Swiss Hotel Association Diploma* may, at the student's option, be devoted to the learning of a second language, normally in Semester 4 (Internship 2). Prior approval must be obtained to formally study a second language for one semester and for the method of learning the second language. (See *Attachment C: "Application to attend a Language Course in Lieu of an Internship"*.) Students who may already be proficient in two or more languages are not precluded from applying to formally study a third language during one internship to satisfy the Second Language requirement of the *Swiss Diploma*.

Students undertaking formal study of a second language for a semester within the *Swiss Hotel Association Diploma* program must pursue this to its conclusion and may not revert to their native language to successfully complete the requirements of the language stage. Proof of the completion of a minimum of 200 hours of tuition and a written reflection paper on the study of the second language produced at the conclusion of the semester will satisfy the conditions of the internship and are required for a Grade of Competency Achieved. Students must, however, still be tested out to demonstrate fluency to meet the separate Second Language requirement of the *Swiss Diploma*.

## **STUDENTS ALREADY PROFICIENT IN A SECOND LANGUAGE**

Students may satisfy evidence requirements of current second language proficiency through one of three methods:

1. ***Language of Instruction in final two years of high school:*** Academic Statements or other documentary evidence to show that the language nominated as a second language was the language of instruction in the school attended for the final two years of high school or the two years prior to enrolling in ICHM
2. ***Achievement of minimum grades in selected languages in internationally recognized language studies at the high school level:***
  - General Certificate of Education (GCE)
    - i. Mandarin (in Singapore only) at the Grade of "C" or higher at the "O" level or "E" or higher at the AS or A Levels
    - ii. Cantonese (in Hong Kong only) at the Grade of "C" or higher at the "O" level or "E" or higher at the AS or A Levels
  - International Baccalaureate (IB)
    - i. Language B (SL): Grade of 5 or 6
    - ii. Language B (HL): Grade of 4 or higher

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### ***3. Assessment of proficiency conducted by a suitably qualified Registered Language Training Provider approved by ICHM.***

- The Vocational Language Learning Centre (VLLC) is the organisation appointed in Australia to assess the language fluency of ICHM Students.
- Other approved language providers are listed in Attachment B: "*Language Testing for ICHM*"

## EUROCENTRES SCALE OF LANGUAGE PROFICIENCY

### **Listening**

**Mastery:** Can understand and interpret correctly virtually everything he/she hears in standard English, recognising the significance of the style adopted and subtle distinctions of usage. Can understand much non-standard usage of the language.

**9:** Can understand a wide range of live, recorded or broadcast standard spoken English, and some non-standard usage. Can identify finer points of detail including implicit attitudes and relationships between speakers.

**8:** Can understand spoken English, live, recorded or broadcast, and identify speaker viewpoints and stated attitudes in addition to the information content.

**7:** Can understand the information content and line of argument in standard English spoken around him/her or in most recorded or broadcast material on topics of personal interest, identifying points of emphasis or particular interest.

**6:** *Can understand what is said directly to him/her in standard English. Can catch most of what is said around him/her and in the majority of recorded or broadcast material on topics of personal interest in clear standard English.*

**5:** Can understand clear, simple English spoken directly to him/her and generally follow discussions. Can understand a large part of many TV programmes on topics of personal interest when the delivery is relatively slow and clear.

**4:** Can understand clear, simple English in everyday situations and catch the main points in some TV programmes on familiar topics when the delivery is slow and clear.

**3:** Can understand what is said clearly and directly to him/her in simple everyday conversation and follow in outline some simple TV programmes on familiar topics when the delivery is slow and clear.

**2:** Can understand simple English spoken slowly and carefully to him/her and catch the main points in short, clear, simple messages and announcements

**1:** Can understand simple greetings, questions and instructions addressed carefully and slowly to him/her and follow short simple directions.

### **Reading**

**Mastery:** Can read with ease and interpret accurately a very wide range of complex written English, appreciating subtle distinctions of style and implicit meaning.

**9:** Can understand implied as well as stated options and finer shades of meaning in a wide range of complex written English in addition to identifying points of emphasis.

**8:** Can understand different kinds of standard written English on a wide range of subjects, generally recognising implied as well as stated opinions and differences in style in addition to identifying points of emphasis.

**7:** Can understand the information content and line of argument in standard written English on a range of subjects of personal or professional interest, identifying points of emphasis or particular interest.

**6:** *Can understand the main content of easier, standard written English and can read longer material on subjects of personal interest.*

**5:** Can understand most of the simpler written material he/she encounters in everyday situations. Can read straightforward newspaper articles on familiar subjects.

**4:** Can find and understand relevant information in simple everyday material. Can also recognise significant points in straightforward newspaper articles on familiar subjects.

**3:** Can understand common signs and notices, short simple personal letters, descriptions and instructions. Can find relevant information in simple everyday material.

**2:** Can understand many common signs and notices, and find specific, predictable information in simple everyday material.

**1:** Can recognise familiar names, words and very basic phrases on simple notices and instructions in the most common everyday situations.

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## LANGUAGE TESTING FOR ICHM STUDENTS

ICHM has appointed the **Vocational Language Learning Centre (VLLC)** as the organisation responsible to assess the language fluency of ICHM students. Testing of language fluency by VLLC in the following languages is \$125 (subject to review):

*Japanese, Mandarin Chinese, Indonesian, German, French,  
Italian, Spanish, Greek and English.*

For languages other than those listed above a fee of \$175.00 (subject to review) applies for a student to be tested out.

VLLC is represented in Australia at the following locations.

*VLLC Adelaide*  
2/20 New Street,  
North Adelaide SA 5006  
Telephone: (08) 8267 1177  
Facsimile: (08) 8267 1243

*VLLC Melbourne*  
338 Queen Street  
Melbourne VIC 3000  
Telephone: (03) 9329 5299  
Facsimile: (03) 9329 5244

ICHM has approved a number of other language providers to assess language proficiency. Students who attend language tuition with these providers or who are tested out by one are exempt from further testing by VLLC, provided documentation is received confirming evidence of proficiency at the required level on an approved international assessment scale. The additional “approved” providers of ICHM are:

**Eurocentres:** Eurocentre Scale of Language Proficiency, Level 6.  
Various languages

**Alliance Francaise:** The Diplôme d’Etude en Langue Française (DELF )  
Level B2, Independent User)  
for French

**Instituto Cervantes (in association with the University of Salamanca):**  
Diplomas de Español como Lengua Extranjera (DELE)  
Diploma Básico de Español (high intermediate level)  
for Spanish

**Goethe Institute:** **Goethe Zertifikat B2**  
for German

**Società Dante Alighieri:** Progetto Lingua Italiana Dante Alighieri (PLIDA)  
Livello Progresso (B2) for Italian

**South African Matriculation** with a pass in the subject Afrikaans.

When choosing a language provider, students should check with ICHM Administration if their chosen provider has been recently added to the ICHM “approved” list.

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## APPLICATION TO ATTEND A LANGUAGE COURSE IN LIEU OF AN INTERNSHIP



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### PART 1 - STUDENT DETAILS

Full name: \_\_\_\_\_

Semester in which language is to be undertaken: \_\_\_\_\_

- Language chosen: \_\_\_\_\_
- Have you studied this language previously Yes/No
- Duration studied and where: \_\_\_\_\_
- How would you rate your current Level: Very Basic / Basic / Intermediate / Advanced

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### PART 2 - DETAILS OF THE LANGUAGE COURSE FOR WHICH APPROVAL IS SOUGHT

Name of Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Total contact hours: \_\_\_\_\_

Attach details of your chosen language course and provider, including duration of course and total contact hours.

#### Notes:

- A **minimum duration of 200 hours** is required to achieve fluency for a language stage. Official documented proof that you have attended this minimum number of hours is required on your return to college.
- If you do not achieve the required fluency levels during your language placement official documented proof of completion of 6 months full-time study is required.
- To meet the requirements of the Swiss Hotel Association Diploma you must achieve language fluency at the **equivalent of either:**
  - **Eurocentre level 6 in reading, writing, speaking and listening** in your chosen language or for those languages with script other than roman for eg. Korean, Chinese, Japanese etc the required level for reading and writing is Level 4 and listening and speaking Level 6 or
  - **International Second Language Proficiency Ratings (ISLPR)** Level 3 in all four areas of testing or
  - **European Common Framework of Reference of Languages Level B2** in Learning, Teaching and Assessment

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### PART 3 - Student Agreement

*I have read the above conditions to undertaking a language course and agree to abide by these requirements.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### PART 4 - ICHM APPROVAL

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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