



Gold Coast Campuses - Ph (07) 5526 6222 | Brisbane Campuses - Ph (07) 3398 4488 | Email: [info@eagleacademy.com.au](mailto:info@eagleacademy.com.au)  
Website: [www.eagleacademy.com.au](http://www.eagleacademy.com.au) | Xamerg Pty Ltd | ABN 12 095 436 034 | CRICOS No 02480G | RTO 30895

## **Assessment of Skills & Knowledge Policy**

The Eagle Academy will assess each student's English language proficiency, educational qualifications and work experience during the enrolment process. Students are requested to provide this information on or attached to the enrolment form. Students may choose or be asked to complete an Academy English assessment during the enrolment process. Student's will be requested to provide evidence, such as copies of previous qualifications or employment references, if there are specific pre-requisite requirements for the course. Eligible students will be advised of the RPL & Direct Credit Policy and Procedure at this time including information on whether the course length will be reduced. A CoE will not be created for the student until the enrolling officer is satisfied that the students recorded skills & knowledge are sufficient for the course.

### **Procedure**

1. Students complete Enrolment Form self-assessing English ability, and giving any relevant educational background, or life experience. If the student has an Agent working on their behalf the agent also has the opportunity to and is expected to assess the student's English proficiency at this point.
2. Campus Manager or delegate assesses those stated standards, and background, against requirements of course applied for by the student. The manner in which the form was completed may also indicate a student's English proficiency.
3. If the student meets requirements of the course, no further action is required. If the CEO/Campus Manager has doubts, he/ she may request an interview (in person or by telephone), official testing results if the course requires a certain level of proficiency or that the student completes two tests approved by The Eagle Academy either administered by the Agent or Academy.
4. Any official request for official documentation to be recorded as a file note.