Course Delivery in A Language Other than English Policy

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2020.08	Academic Board	19 August 2020	19 August 2020

1. PURPOSE

Although English is the language generally used for course delivery, the Australian National Institute of Management and Commerce (IMC) acknowledges that for offshore courses the acquisition of skills and knowledge may require an understanding of the subject matter in a cultural context and this may be best delivered in a local language. The purpose of this policy is to outline principles and procedures that underpin the delivery of courses and units in languages other than English that do not have as their primary purpose education in language proficiency. This policy outlines additional requirements of offshore delivery where offshore courses are delivered in a language other than English and should be read in conjunction with the Offshore Campus Policy.

2. SCOPE

This policy applies to students undertaking courses delivered in a language other than English and to all staff involved in the development, delivery and administration of those courses.

3. DEFINITIONS

Australian Qualifications Framework (AQF) is a framework that specifies standards for educational qualifications in Australia.

Higher Education Standards Framework (Threshold Standards) 2021 (HESF 2021) is the regulatory framework of standards that govern higher education in Australia.

Language Other Than English (LOTE) is any language other than English which is used as the language of instruction of an IMC Course.

National Accreditation Authority for Translators and Interpreters (NAATI) is an organisation authorised to issue accreditation for translators and interpreters who provide professional language services in Australia.

Offshore Course is an IMC course approved for delivery to students at a location outside of Australia.

Testamur is the legal certification of a degree that is presented upon graduation.

4. PRINCIPLES

a) A course or unit which is awarded an AQF qualification may be delivered in a LOTE so long as criteria required for the level of award are met.
b) The testamur and academic transcript must clearly state the language in which the course was delivered.
c) The delivery of a course in a LOTE must adhere to HESF 2021 requirements and IMC policies and procedures.
d) IMC will undertake regular monitoring to ensure AQF, HESF 2021 and IMC policy requirements are met.
e) IMC must assure that the standards of delivery of a course in a LOTE are compatible with those of an IMC course delivered in English, including in the following areas: learning outcomes; assessment; teaching materials; and student experience.
f) Courses delivered in a LOTE are included in IMC's course review and re-accreditation processes with the same standards as for those taught in English.

5. PROCEDURES
5.1 Approval
All courses to be delivered in a LOTE need the approval of the Academic Board. Deans will be responsible for seeking that approval and must provide justification for the application to deliver in a LOTE. It is expected that the Dean will appoint an assessor who is an expert in the relevant discipline and proficient in both English and the LOTE. The assessor will be required to provide translations where appropriate and to assess the:

- Qualifications of proposed teaching staff;
- Quality of teaching materials;
- Provision of student support;
- Appropriateness of assessment and learning outcomes; and
- Other factors that may impact IMC's quality assurance.

5.2 Admission
Student admission standards will be as for student admission to courses delivered in English with the exception of the requirement for minimum English language proficiency. Students should be made aware that if they wish to transfer to another IMC course taught in English, then minimum English proficiency standards will apply.

Students must be informed, prior to enrolment, that both the Testamur and Academic Transcript will state that the language of instruction was in the delivered language.

5.3 Teaching Staff

Along with the requirement that staff have appropriate qualifications in the course discipline for the level of teaching, there is a strong preference for teaching staff to be proficient in the LOTE to be used for course delivery. Proficiency should be of a level that ensures that course delivery is of a similar standard to that of a course delivered in English. In cases where staff are not proficient in the LOTE, the course may be delivered through a process of interpretation.

Deans will be required to provide an Annual Report to the Academic Board listing all teaching staff and their linguistic, professional and disciplinary qualifications.

5.4 Content and Teaching Resources

Course content and resources should draw on materials written in the LOTE, with assurance that the materials are of a similar standard to those used in English and that they are appropriate to teaching and learning activities.

Resources will need to be translated and there must be assurance of the standard of translation. As a guide, it is expected that translators or interpreters will be at least level 3 on the scale of National Accreditation Authority for Translators and Interpreters (NAATI) or the discipline experts with the high level of both English and language delivered in a language other than English .

5.5 Student support

In order to ensure that the student experience is equivalent for all IMC students, irrespective of the language of instruction, support services will be provided to students in the LOTE such as:

- Student Handbook and orientation materials;
- Access to IMC email services;
- Online resources;
- Library services;
- Academic and welfare support services;
- Access to student appeals and complaints processes.

5.6 Learning Outcomes and Assessment

Learning Outcomes must be equivalent to and compatible with those of the course delivered in English. Further, assessment must be capable of demonstrating that Learning Outcomes have been achieved and the extent to which they have been achieved. To facilitate the assurance of equivalent standards, IMC will appoint a staff member to act as a moderator. The moderator should be an expert in the relevant discipline and proficient in English and the LOTE. The moderator will provide a comprehensive written report to the Dean at the end of each semester. Their role will encompass the moderation of areas including:

- Examinations and assessment tasks, based on marking guidelines, assessed student samples and samples of marking;
- Translation of material such as guides and student samples;
- Content, particularly lecture/tutorial coverage, study guides and reference material;
- Unit outline information including channels for concerns, complaints and appeals;
- Student feedback;
- Assessment appeals;
- Student academic and welfare support and advice;
- Academic progression;
- Academic integrity and student misconduct.

5.7 Quality Assurance

In addition to IMC's usual Quality Assurance procedures, courses delivered in a LOTE will undergo further monitoring by an external assessor who is proficient in English and the language of instruction and expert in the relevant discipline. Monitoring will particularly focus on: equivalence of teaching, course learning outcomes and assessment tasks that are completed in English with those in LOTE; and ensuring compliance with IMC policy and relevant HESF 2021 requirements. The external assessor will conduct a review and report to the Academic Board once every two years or more regularly as required.

6   RELATED DOCUMENTS

  i.   *Academic Qualifications and Equivalent Professional Experience Policy AP003*
 ii.   *Student Selection and Admissions Policy and Procedures AP034*
iii.   *Academic Quality Assurance Framework*
 iv.   *Offshore Campus Policy (draft atm)*

7   Version Control

Historical Version	Approved by	Approval Date
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