



POLICY – English Language Proficiency

DOCUMENT CONTROL

Authored By: Roxanne Coghlan - Training Co Ordinator	Authorised By: Bob Hardie – Chief Executive Officer
Applicable To : All PNA Employees	Action Required: Mandatory Compliance
Approval Date: 10 November 2009	Review Date: 10 November 2011

POLICY STATEMENT

Professional Nursing Agency (PNA) aims for excellence in service provision to Acute and Aged Care Health Facilities.

Excellence in service provision is dependent on employees possessing the required skills and knowledge to perform the duties required.

Proficiency in the English language – written, spoken and comprehension – is deemed by PNA to be an essential skill for the roles of Personal Carer, Enrolled Nurse and Registered Nurse.

PURPOSE

The English Language Proficiency Policy is intended to provide an expected baseline level of English Language competency for all international applicants and applicants of non english speaking background.

DEFINITIONS

International English Language Testing System (IELTS)

Standardised and vocational accepted testing system to ascertain English capability in the four components – speaking, reading, listening and writing.

Levels able to be achieved:

- Proficient
- Competent
- Concessional Competent
- Vocational
- Functional



POLICY – English Language Proficiency

Proficient English

Obtain a score of at least 7 out of 9 for all four components of the IELTS.
This is required even if you are a native English speaker.

Competent English

- Obtain a score of at least 6 out of 9 in all four components of the IELTS.
- Passing the Occupational English Test conducted by the National Language and Literacy Institute of Australia
- Show evidence that your first spoken language is English and you hold a passport from one of the following 5 countries
 - Canada
 - New Zealand
 - United Kingdom
 - United States
 - Ireland

Concessional Competent English

Obtain a score of at least an average score of 5.5 over all four components of the IELTS.

Vocational English

Obtain a score of at least 5 out of 9 in all four components of the IELTS.

Functional English

- Obtain a score of at least 4.5 averaged over the four components of the IELTS.
- Hold a degree / diploma / trade qualification from an academic institution as a result of at least 2 years full time study where all instruction has been conducted in English.
- Working in an english speaking country for 2 years or more.

OPERATIONAL PROCEDURES

Registered & Enrolled Nurses

In accordance with the Australian Nursing and Midwifery Council (ANMC) and the ACT Nursing and Midwifery Registration Board, all internationally qualified nurses are required to complete an English Proficiency Test. New Zealand registered nurses are exempt from this requirement under the Trans Tasman Mutual Recognition Act 1997.

Registered and Enrolled Nurses are expected to achieve a ***Proficient English*** level in the IELTS.



POLICY – English Language Proficiency

Personal Carers

PNA has set the minimum standard of *Vocational English* as the requirement for any applicant wishing to gain employment as a Trainee / Personal Carer.

RESPONSIBILITIES

It is the responsibility of the prospective employee to ensure they fulfill the requirements of the English Language level as per the position applied for.

The employee must provide evidence of the acquired English Level and submit with the application for employment.

APPENDICES

Acacia Immigration Australia. <http://www.acacia-au.com/>

International English Language Testing System. www.ielts.org

ACT Nursing & Midwifery Registration Board. <http://www.actnmb.act.gov.au/>

Australian Nursing & Midwifery Council. www.anmc.org.au