



**POLICY: ENGLISH ONLY**

<b>POLICY NUMBER:</b>	ADM005	<b>VERSION:</b>	7.1
<b>DATE ADOPTED:</b>	1 January 2012	<b>DATE LAST REVIEWED:</b>	06 January 2021
<b>DATE OF NEXT REVIEW:</b>	06 January 2023	<b>REVIEW FREQUENCY:</b>	Two Years
<b>AUTHORISED BY:</b>	Principal Executive Officer	<b>REVIEWED BY:</b>	Operations Manager
<b>RESPONSIBLE FOR REVIEW:</b>	Principal Executive Officer, Deputy Principal, Operations Manager		
<b>DOCUMENT MANAGEMENT:</b>	U:/Policies and Procedures		
<b>AIM</b>	This policy presents IIBT'S commitment to establish as English-speaking environment in order to maintain the integrity of the workplace and provide a unique opportunity for students to improve their English proficiency levels.		

**1. FORMS AND OTHER DOCUMENTS**

Staff Handbook  
 Student Handbook

**2. KEY WORDS (META DATA)**

English Only

**3. POLICY INFORMATION**

**3.1 Introduction**

IIBT is committed to establishing an English-speaking environment in order to maintain the integrity of the workplace and provide a unique opportunity for students to improve their English proficiency levels.

- All IIBT students should speak English at all times while in classrooms, common and public areas of the campus;
- All IIBT staff should communicate in English at all times while on the premises, unless dealing with external clients;
- All communication conducted via phone, email and letter should be in English, unless dealing with offshore clients;
- Students who have problems explaining a situation clearly in English, may request special language support from IIBT staff if it is available. The conversation can only be conducted in the interview room. Documentation in English is required if the issue is related to student welfare and academic matters.
- Students in English classes may be permitted to speak in their home language from time to time and to access bilingual support as required and as directed by their teachers.



### **3.2 Scope**

This policy applies to all IIBT staff and students.

### **3.3 Procedures**

IIBT will achieve this policy by ensuring that:

- All IIBT staff follow the English only policy proactively;
- All IIBT staff encourage students to communicate in English at all times;
- “English Only” signs are clearly displayed in classrooms and public areas on the premises;
- The “English Only” policy is included in the staff induction pack, Student Handbook, student orientation pack and unit outlines;

IIBT students with concerns or questions regarding this policy may contact Student Services.

**END OF DOCUMENT**

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