

National Academy of Professional Studies (NAPS)

English Language, Academic and Professional Development Support Framework

Related Documents	Student Handbook NAPS Website Unit Outlines A011 Bachelor of Business (Accounting) Course Proposal SS011 Students at Risk Policy SS012 Students at Risk Procedure SS015 Student Selection and Admissions Policy and Procedure SS010 Skills Hub and Framework SS007P Orientation Program
HE Standards Framework 2021	1.3 .3 Orientation and Progression 3.1.5 Course Design

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1. Overview

Proficiency in English language is critical for successful academic studies and indeed central to student experience, therefore admission to NAPS requires minimum English language standards. However, the Academy recognises that some international students might need extra language support to manage their studies effectively. Accordingly, NAPS courses include access to NAPS' comprehensive English Support Program.

NAPS also has additional assistance to support students' professional and career development and academic skills beyond language requirements.

2. NAPS English Language Requirements

Although NAPS has management, academic and administration staff fluent in other languages, the principal language at NAPS and the language of instruction is English. All students are therefore required to demonstrate a minimum level of proficiency in the English language to qualify for admission.

The following criteria apply:

- Students from Australian local institutions must have completed a Higher School Certificate or equivalent from overseas.
- Mature students from English speaking countries must pass an English language proficiency interview conducted by the Dean or nominee.
- For students from non-English speaking countries who apply onshore or directly from their countries, the condition of admission is an IELTS (Academic) test with a minimum score of 6.00 with no sub-band score less than 5.5 or equivalent in TOFEL or other accredited English language test program.
- Students who do not meet the minimum English Language requirement may be permitted to enrol after successful completion of an appropriate English for Academic Purposes program accredited by NEAS and approved by the Academy.
- When an IELTS score or equivalent is used to demonstrate English proficiency, that score must have been attained within two years of the date of application for admission.

For more information see A011 Bachelor of Business (Accounting) Course Proposal and NAPS SS015 Student Selection and Admissions Policy and Procedure.

3. English Language Support Program

This program focuses on developing foundational skills and understanding of the rules and conventions that form the basis of academic work, particularly Business English, to assist students with their studies, life in Australia and in their careers.

Proficiency in English is also a requirement for CPA/Chartered Accountants Australia/ANZ membership. Therefore, the program also focuses on assisting non-English Speaking background (NESB) students to be better prepared for CPA and similar memberships.

The program is part of the Academy's mission to provide equivalent opportunities for success to all students irrespective of their linguistic background.

The program includes:

- individual consultations with the NAPS English Language Coach of up to three hours per week by appointment;
- Academic English and Study Skills workshops held throughout the trimester;
- Academic English Guide (available via the online Library); and
- access to additional free online resources to enhance business English and writing skills available on the NAPS Skills Hub.

Students who have queries or would like to book a consultation with the English Support Manager or Coach, are asked to do so through Student Services.

Online Academic Learning Support

In addition to language assistance, NAPS provides students with extensive online learning support. A list of subject-specific and general information guides containing the best databases and resources available are accessible via the Library website. Many useful support materials can also be located within the *Study Skills and Academic English Module* on Moodle.

Through Moodle, students will also be able to engage in chat room discussion, collaborate during group assignments and access additional materials from their lecturer such as lecture slides, tutorial notes and relevant unit and course materials.

Early Intervention for Students at Risk

Each students' performance within the teaching trimester is monitored so that NAPS can offer assistance if required to help a student to successfully complete their units. Students are encouraged to discuss their progress with their lecturer and/or tutor or with the Student Services Manager whenever they have any concerns. Language, attitude, organisation and study skills are considered as part of the action plan.

Indicators of students at risk of not completing the unit satisfactorily include:

- indication of poor verbal language skills during the one-on-one time which is a part of NAPS Orientation;
- an assessment during Orientation to see who will benefit from extra help;
- not attending lectures and/or tutorials,
- lack of engagement in the learning process; and/or
- achieve less than 50% in several assessment tasks.

Students identified as 'at risk' need to meet with a NAPS staff member to work together to design an appropriate remedial strategy including access to appropriate support services. See the NAPS Students at Risk Policy and Students at Risk Procedure for more information.

4. NAPS Skills Hub

Online courses to help students independently develop their language, academic and professional skills are provided through the NAPS Skills Hub.

The Skills Hub is the gateway to online tutorials, collaborative learning and other up-to-date, useful information to help students to develop additional technological and 'soft' skills. These online courses do not earn any credit points, but they are free and look impressive in students' resumes and e-Portfolios.

The Hub is organised into four categories:

- Business Degree Skills,
- Learning Skills,
- Technological Skills, and
- Resources for NAPS Teachers.

The Hub is regularly updated according to student demand.

The long-term goal is to have online courses on e-Leadership, a database of targeted business study resources, project management skills and career information.

Useful professional information will also be provided including trends in related professions, job opportunities; interview skills and resume preparation.

The Learning Skills section of the Hub will provide learning modules on areas such as Academic English proficiency, Academic Integrity, Writing Skills and time management.

The Technology Skills section of the Hub will provide tutorials on essential technology skills such as Word, PowerPoint, Adobe, Excel, Meeting and Collaboration tools and the optional development of an ePortfolio.

The NAPS Skills Hub is one of the features that facilitates a professional culture and community of scholarship and professional excellence at the Academy, to enrich the learning experience for both students and NAPS' staff. See the NAPS Skills Hub and Framework for more information.

For a list of the latest online Skills Hub courses, see the website: Present Students/Skills Hub (<http://naps.sameertwan.com.np/pages/naps-skills-hub>).

5. Career Support and Connections Services

Professional Accreditation

NAPS students can choose units within their Bachelor of Business (Accounting) which will help them achieve registration with professional organisations subject to their relevant regulations and exemption rules. Some further study may be required.

Applications have been made to these organisations: [CPA](#), [CA ANZ](#), [CIMA](#) and [IPA](#). For the latest information see our website: School of Business/Professional Accreditation (<http://naps.sameertwan.com.np/pages/cpa-australia-network>)

Professional Development Opportunities

NAPS Career Development Office

NAPS focuses on helping students to develop the skills and knowledge that employers need. We also aim to help students find ways to showcase those skills and develop students career plans and experience, with particular emphasis on final year students.

NAPS career development services include workshops, special presentations, study tours to relevant organisations, guidance from professional bodies and employment skills learning. NAPS Skills Hub gives students the opportunity to develop and enhance their technology, personal, business and other 'soft' skills through free online courses to help ensure that they are as career-ready as possible.

NAPS has also an Alumni Association to maintain students' networks after graduation. For further information, contact the Student Experience and Career Development Officer.

For the latest Career-development and Alumni events see NAPS News on the website (<http://naps.sameertwan.com.np/news>).

Student Societies

NAPS has a Students Representative Council (SRC) which is the main body that represents students. It reviews student needs and priorities with a student perspective and engages with NAPS administration on improving services for students. It coordinates social and academic events for students and provides an important foundation for networking.

NAPS also aims to establish a thriving NAPS Student Professionals in Business Society. This will be a student-driven initiative which will provide students with a forum to discuss their business-related career opportunities in areas such as accounting, management, finance and marketing, a forum in which to organise networking events and engage with NAPS academic staff, government and industry. Elections will be in the first trimester. For expressions of interest please speak to the Student Experience Officer. For more details see the NAPS website Present Students/Careers (<http://naps.sameertwan.com.np/pages/careers>)

CPA Australia Network

Having an edge is very important for getting noticed in the world of business. NAPS recommends all our students join CPA Australia, because it will help students to gain that edge by boosting students' connections, skills, employment prospects and industry knowledge. CPA Australia is one of the world's largest accounting bodies with a global membership of more than 163,750 members (as at 31 December 2017) working in 125 countries and regions around the world. The CPA designation is a mark of high professional competence representing expert business knowledge. Join at: <https://www.cpaustralia.com.au/become-a-cpa/network>

Once a students' application is approved, they will be connected to all CPA Australia students and graduates, and in a better position to join the world of business.

CPA also offers International Student Forums which feature events and speakers and explain how CPA Australia can support students throughout their careers in Australia and globally. See their website (<https://www.cpaustralia.com.au/become-a-cpa/network/international-student-forum>)

CPA Ambassadors Program

NAPS encourages all our business students to apply to join the Certified Practising Accountants (CPA) Australia Student Ambassadors Program. (<https://www.cpaustralia.com.au/become-a-cpa/network/ambassadors>). This program run by CPA Australia is designed to empower students to take the next step in their career. The benefits of being selected as a CPA Student Ambassador include access to professional resources, exclusive networking events and the opportunity to develop leadership skills. It add to a student's expertise in their e-portfolio and LinkedIn profile. Students interested in this program are asked to contact the Student Experience and Career Development Officer.

Careers Markets

NAPS will organise careers market days to help students learn more about potential career pathways, meet potential employers and develop their contacts and job-seeking skills.

The career potential of a business degree is also shown by the fact that the majority of jobs held by graduates in any given year are related to business. This is one reason why business schools in universities around the world are among the largest. It is also why those without a business degree often decide to come back to university to pursue an MBA, which in effect is a business degree for those who have worked for a period and discovered that they need to learn more in-depth business skills if they are to get ahead.

For more information see the Student Handbook and for event details see the NAPS website front page or the noticeboard at Student Services.

6. Contact

For more information on this Framework, for requests for additional resources in a particular area or to give suggestions for additional materials staff or students are aware of that may be useful to others at NAPS, please contact the NAPS English Language Support Manager.

7. References

This Framework was developed based on NAPS core materials such as the Strategic Plan, Vision and Mission and related policies. It also incorporates the ideas of NAPS Council and Executive. [NAPS](#)