



ELICOS COURSE PROGRESS POLICY

PREAMBLE

The College supports its students in completing their course within the required duration and fulfilling their visa requirements for course progress. This Policy outlines the College's method to monitor ELICOS students' course progress, identify those students who may be failing to meet course requirements and manage and/or report those students who fail to meet course progress requirements.

DEFINITIONS AND ACRONYMS

“**CoE**” means Confirmation of Enrolment

“**College**” means English Unlimited

“**EAP**” means English for Academic Purposes

“**ELICOS**” means English Language Intensive Courses for Overseas Students.

“**Expected Duration**” means the length of time it takes to complete 10 weekly tests and 2 progress tests but no longer than the course end date as stated in the CoE.

“**HSP**” means High School Preparation

“**National Code**” means the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

“**Policy**” means this Course Progress Policy v1.0.

“**Study period**” means the lesser of 6 months or half the length of the CoE for the course.

POLICY/PROCEDURE

1. NATIONAL CODE

1.1 Standard 8 of the National Code requires that:

The College must monitor the course progress of students to ensure they are in a position to complete their course within the Expected Duration.



- 1.2 The College will monitor record and assess the course progress of each student and identify, notify and assist students at risk of not meeting course progress.
- 1.3 Students who are required to enter into an intervention strategy will be informed of this in writing and in a meeting with Student Care staff. (see: *Intervention Strategy Policy*)

2. MONITORING AND RECORDING COURSE PROGRESS FOR ELICOS

- 2.1 Course progress for ELICOS students is monitored through weekly class tests that are recorded in the students' class diaries.
- 2.2 The College is mindful that language learners progress at different rates and, as a result, some may take longer to increase their level of proficiency while others may improve in less time.
- 2.3 Students who are identified as taking more than an acceptable amount of time, i.e the amount of time taken to complete 10 weekly tests and 2 progress tests, to progress are referred to academic management for the purposes of setting up additional language support. This may be in the form of additional homework or out-of-class language activities, attending additional catch up classes for ELICOS students and one-on-one language support for ELICOS students
- 2.4 Where a student continues to have difficulties and is identified as having not made satisfactory course progress within a Study Period an intervention strategy will be initiated in accordance with the Intervention Strategy Policy. (see: *Intervention Strategy Policy*)
- 2.5 Where an intervention strategy has been implemented the student will continue to be monitored by academic management.
- 2.6 Where the student fails to achieve satisfactory course progress after the intervention strategy, the College will take steps to report the student to the relevant government authority.
- 2.7 In cases where this policy cannot be applied due to the length short duration of the student's enrolment, the ELICOS attendance policy should be applied

3. ELICOS - ASSESSMENT PROCEDURES

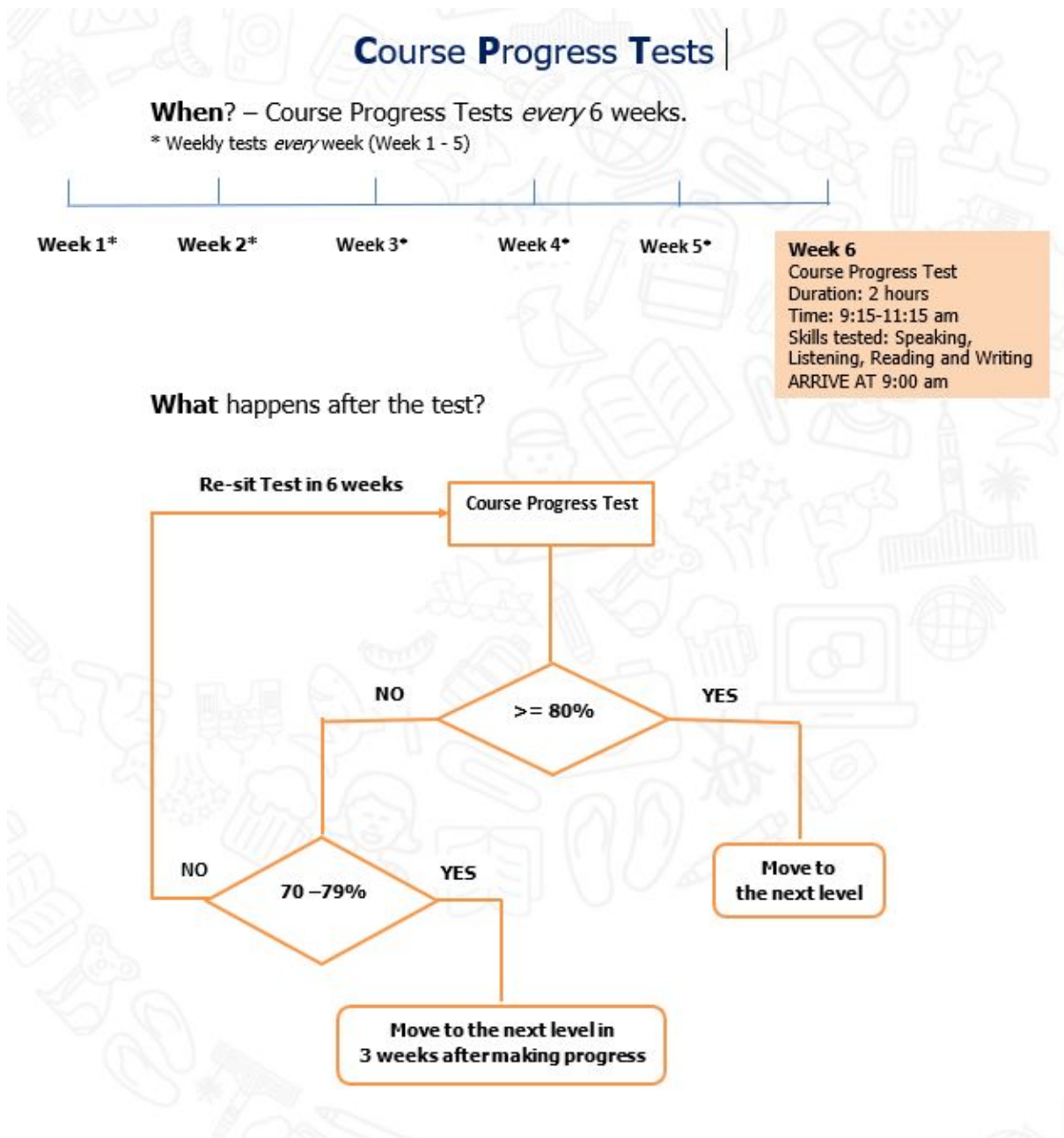
- 3.1 Students will also be tested to assess readiness to progress to the next level of their General English, EAP or HSP course. EAP and HSP students will



complete the Test of English Language Proficiency to determine their readiness to progress to their next course.

3.2 Course progress for ELICOS students is monitored through class weekly tests. The skills test is held every 6 weeks and assesses all the macro skills.

4. GRAPHIC REPRESENTATION OF THE PROCESS





POLICY REVIEW

This Policy will be reviewed as part of the College’s three yearly review process.

RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

Relevant Legislation/codes/standards	
Commonwealth	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Education Services for Overseas Students Act 2000

RELATED POLICIES AND PROCEDURES

This document references the following College policies and/or procedures:

Related Policies and Procedures	
Policies	Intervention Policy Complaints and Appeals Policy Attendance Policy Completion within Expected Duration Policy Validation and Moderation of Assessment Policy and Procedure Training Package Transition And Teach Out Policy Policy For Review And Evaluation Of Courses And Assessment Tools Student Code of Conduct

KEYWORDS

Keywords	Course progress, duration of course, monitor student progress, intervention, assessment procedures
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POLICY OWNER

Policy Owner	Learning Innovation Enterprise Unit
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POLICY/PROCEDURE HISTORY

Policy History			
Current Version	Current Version Release Date	Author	Description of Changes
ELICOS Course Progress Policy v1.0R	November 2018	Sharon Luhr Ivan Kumar	Original Policy (derived from the Course Progress Policy v1.11R)
ELICOS Course Progress Policy v1.1R(EU)	August 2019	Sara Gaudry	Updated Letterhead and addition of a 'Policy Review' paragraph. No change to content of policy.