



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

“AM” means Academic Manager

“CoE” means Confirmation of Enrolment

“College” means English Unlimited

“Course Progress Test” means the test taken every six (6) weeks during a course. The results of the Course Progress Test include:

- a) the results of the Course Progress Course; and
- b) the results of the grammar components of the weekly tests taken in the three (3) weekly tests completed immediately before the Course Progress Test.

“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.

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

“Policy” means this Course Progress Policy.

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

“Underage Student” means a student of the College who is under the age of 18 years (calculated from the time of the student's date of birth) at the date of enrolment with the College.

POLICY

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.

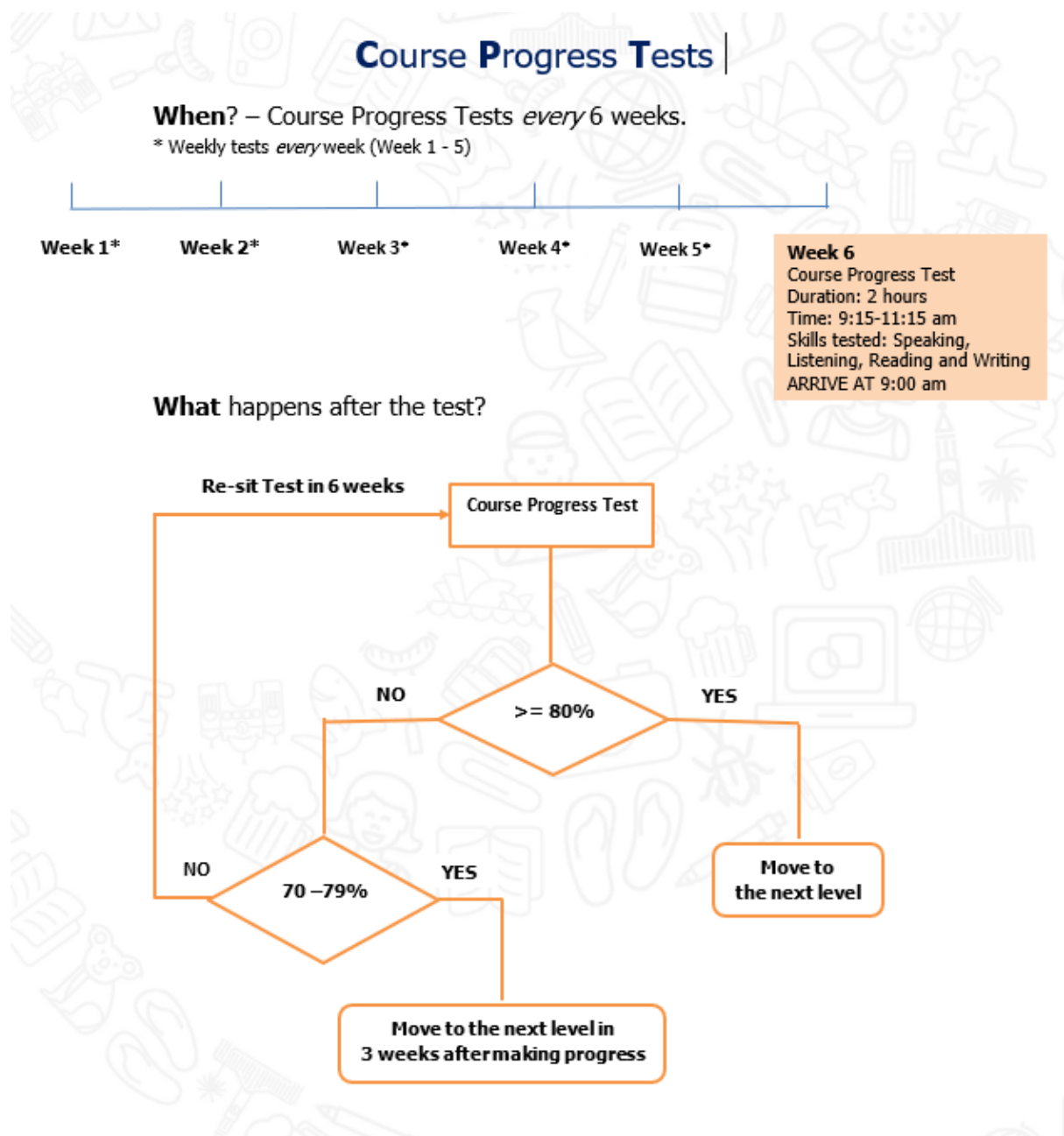
2. MONITORING AND RECORDING COURSE PROGRESS FOR ELICOS

- 2.1 Course progress for ELICOS students is monitored through weekly class tests and a Course Progress Test taken every 6 weeks during the course. The results of all tests are recorded in the students' class diaries.
- 2.2 Courses are divided into levels and it is anticipated that students take 12 weeks to complete a level.
- 2.3 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.
- 2.4 Students who are identified by teachers as:
 - a) progressing slowly through a level; or
 - b) not achieving good results in their weekly class tests; and/or
 - c) does not pass two (2) Course Progress Tests;will be reported to an Academic Manager or Academic Coordinator who will set up additional language support and formulate a study plan. The study plan may include additional homework or out of class language activities, attending additional catch up classes and one-on-one language support.
- 2.5 Where a student continues to have difficulties and is identified as having not passed a further two (2) consecutive Course Progress Tests within a Study Period the student is referred to the Academic Manager to have an intervention strategy implemented. The student is considered 'at risk' and will be warned of the consequences of their poor academic achievement and that if they fail to pass a further two (2) Course Progress Tests it could lead them to being reported to the relevant Government authority and cancellation of their visa depending on the outcome of any appeals process.
- 2.6 Where an intervention strategy has been implemented the student will continue to be monitored by academic management to help the student comply with the intervention strategy.
- 2.7 Where the student fails to achieve satisfactory course progress after the intervention strategy, the College may take steps to report the student to the relevant government authority in accordance with the Intervention Policy



2.8 In cases where this Policy cannot be applied due to the short duration of the student's enrolment, only the ELICOS Attendance Policy and Procedure will be applied.

3. GRAPHIC REPRESENTATION OF COURSE PROGRESS TEST





4. UNDERAGE STUDENTS

4.1 If an ELICOS Underage Student requires additional support by the College in accordance with this Policy, the Study Progress Team or AM must inform the Underage Student's Campus Manager. All written communication to the student about the support process must be copied to their parent or carer. All verbal communication with the student must also include the student's parent/carer and Campus Manager. The Study Progress team will manage and counsel the Underage Student through the support process and keep the Campus Manager informed.

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:

Table with 2 columns: 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:

Table with 2 columns: Policies, Intervention Policy

KEYWORDS

Table with 2 columns: Keywords, Course progress, duration of course, monitor student progress, intervention, assessment procedures

POLICY OWNER

Table with 2 columns: Policy Owner, Learning Innovation Unit

POLICY/PROCEDURE HISTORY

Table with 4 columns: Current Version, Current Version Release Date, Author, Description of Changes. Row 1: 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.
ELICOS Course Progress Policy v1.2R(EU)	December 2020	Sara Gaudry	General Review
ELICOS Course Progress Policy v1.3R(EU)	June 2022	Sara Gaudry Marta Setkowicz	Under 18s review and addition of clause 4 and definition of Underage Student