



Student Course Progress Monitoring Policy and Procedure - ELICOS

Purpose

This policy is in place to ensure that staff and students are aware of their responsibilities concerning course progress and completion within expected course duration. Newton College (NC) monitors student's course progress to identify, intervene and offer appropriate student support services to those at risk of not meeting satisfactory course progress in their respected study enrolment, as per requirements of *ESOS National Code 2018* Standard 8 and *ELICOS Standards 2018* C1.1, P3.1, P4.1 and P4.2.

Scope

This policy applies to All ELICOS students and staff involved in the promotion, recruitment, admissions, teaching, student support services and the management or administration of the ELICOS courses.

Policy

This policy defines the requirements for students to achieve the learning outcomes of the ELICOS course(s) they are enrolled and the intervention strategies for those failing to meet such requirements.

Student progress will be monitored through formative assessment, teacher feedback and teacher/student consultations. In order to ensure satisfactory student course progress NC will record and monitor progress for each course level for which the student is enrolled. Assessment are weekly formative tasks covering listening, speaking, reading and writing skills. The tasks are clearly listed in the prescribed syllabus and the individual teachers' daily lesson plan. The overall weekly test marks will be recorded in the individual Student Progress Report (SPR).

Procedure

1. Results recording

The ELICOS course consists of General English (Elementary, Pre-Intermediate, Intermediate and Upper-Intermediate) and English for Academic Purposes (Intermediate, Upper-Intermediate and Advanced). Each comprises of 11 weeks with 20 contact hours per week. Students will be assessed through the weekly formative assessment based on different language skills and projects in the GE and EAP courses. The teachers will record the assessment marks in the individual student progress report on a weekly basis.

The progress report will show in a progressive manner the course progress for each student in each level of the course in which the student is enrolled. The report will be maintained on Axcelerate and kept on hard copy in the student file.



At the start of each study block, teachers will be provided a results spreadsheet with the assessment tasks and the weightings to record student scores. Teachers will be required to record the results no later than the next day of the assessments. The spreadsheet will be kept on Google Drive for the Academic Manager to access any time where needed.

2. Regular course progress review

At the beginning of weeks 5 and 11, teachers conduct one-on-one course progress consultation sessions with students. Students will be provided with the progress report which indicate their observed strengths and weaknesses through class and assessment performance and the areas to focus on. The learning outcomes, assessment rubrics, assessment tasks and students' performance on the tasks will be used as the tools for the consultation sessions.

The Progress Report will be photocopied. One will be kept in the student file and one will be provided to the student to keep.

3. Intervention strategy

Students identified as 'at-risk' by their teacher will be reported to the Academic Manager during the weeks before the first consultation sessions, that is, weeks 3-5 (Stage 1) or if they received an overall grade of below 65% at the end of their 11 week course (Stage 2).

Stage 1 at-risk

- 1) Students will be identified as Stage 1 at-risk if they:
 - have difficulty in understand the learning activities
 - have difficulty with their homework
 - fail to do homework on a regular basis
 - fail to engage in the class activities
 - score less than 65% after the first 5 weeks of study
- 2) Students identified as Stage 1 at-risk will have the same week 5 course progress consultation session as the other students. On the consultation, Stage 1 at-risk students will complete an Intervention Strategy Plan (ISP). The Plan needs to be agreed by student and teacher and approved by the Academic Manager.
- 3) The ISP may include extra-curriculum classes, additional assignments, independent learning resources or identification and referral to student support services such as Student Welfare Counsellor.
- 4) The Stage 1 at-risk student progress will be monitored during the second half of the study block.

Stage 2 at-risk

- 1) Students will be identified as Stage 2 at-risk if they receive an overall grade of below 65% at the end of their 11-week course.
- 2) Stage 2 at-risk student will be identified by the teachers by the end of week 10.





- 3) Stage 2 at-risk student will have the consultation session with the teacher to review the Progress Report in week 11 and then be referred to the Academic Manager on the same day.
- 4) The Academic Manager will have the formal meeting with the students to discuss their course progress, pathway, progression implications and course extension. The Academic Manager will complete the Change of Enrolment Application Form for student to repeat the course.
- 5) Upon the agreement of the student and approval of the Academic Manager, the Form will be sent to Admissions to process. A new offer letter will be issued to the student.
- 6) Both the Progress Report and the signed Change of Enrolment Application Form will be photocopied. One will be kept in the student file and one will be provided to the student to keep.
- 7) Each Stage 2 at-risk student will be provided two attempts to attend the consultation with the Academic Manager at any particular unit.

4. Unsatisfactory course progress

- 1) Student will be considered as making unsatisfactory course progress when:
 - fail to participate in the intervention process
 - fail the same course a subsequent time
- 2) Student will be issued with a Notification of Intent to Report (NIR) letter advising the student of the Institute's intent to report the student to the Department of Home Affairs (DHA) through the PRISMS for unsatisfactory course progress.
- 3) The letter will inform the student that they have access to the Institute's Complaints and Appeal Policy and Procedure and they have 20 working days to lodge an appeal should they have objections to the Institute decision of reporting them to DHA.
- 4) To lodge an internal appeal, student must submit the Complaints and Appeal Form within 20 days from the receipt of the NIR letter to the ELICOS administrator for an appeal meeting with the Academic Manager and Student Welfare Counsellor where applicable.
- 5) The completed Complaints and Appeal Form must be submitted along with the supporting documents if any.
- 6) The Academic Manager will assess the appeal and provide the student with the outcome in writing within 10 working days from the date the appeal is submitted. Student enrolment will be maintained until the appeal process ends.
- 7) If the appeal is withheld, the student will remain enrolled and be given the final attempt for the unit of study in order to show satisfactory progress. The student will be advised of a revised study plan by the Academic Manager. The Academic Manager will advise the Admissions Department as such via the completed Change of Enrolment Application Form.
- 8) The Admissions Department will issue the student a new Letter of Offer and make the corresponding variation for the CoE (Confirmation of Enrolment) to issue to student. The changes will be recorded in both Axcelerate and PRISMS.





- 9) Students identified as unsatisfactory progress at the third attempt will be issued the NIR letter advising of the Institute’s intent of reporting the student to DHA via PRISMS for unsatisfactory course progress.
- 10) If the appeal is unsuccessful, the student will receive a written notification explaining the grounds of the appeal rejection. In this letter, student will be also notified of their rights of a further avenue of appealing through the Ombudsman.
- 11) Students intending to lodge an external appeal through the Ombudsman within 20 working days of receiving the internal appeal written outcome.
- 12) Students are required to maintain attendance for the enrolment where they have a valid CoE until the appeal outcome is finalised.
- 13) The Ombudsman decision will be the final and no further avenues of external appeal are available.

Definitions:

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| NC: | Newton College Pty Ltd. |
| ELICOS: | English Language Intensive Courses for Overseas Students |
| DHA: | Department of Home Affairs |
| PRISMS: | Provider Registration and International Student Management System |
| International Student: | A person holding an Australian Student Visa, enrolled in a CRICOS registered, onshore course |
| ESOS National Code: | National Code of Practice for Providers of Education and Training to Overseas Students 2018 |
| ELICOS Standards 2018: | National standards for ELICOS providers and courses. These standards are guidelines for regulatory authorities to make decisions for providers to be registered. |
| Unit: | Study block of 11 weeks. |





Document Control:

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| Policy Owner: | RTO Manager |
| Endorsed By: | PEO |
| Person Responsible for Implementation: | Academic Manager - ELICOS |
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