

International Student Satisfactory Course Progress Policy (ELICOS)

Purpose

The purpose of this policy is to monitor ELICOS students' course progress in accordance with National Code Standard 8 – Overseas Student Visa Requirement

Scope

This policy applies to all students enrolled in RGIT Australia's ELICOS courses on student visas.

Responsibility

ELICOS Coordinator and Student Services Manager.

Definition

DEFINITIONS		
General English	Study period	12 weeks
English for Academic Purposes (EAP) I, II, III	Study period	12 weeks
Satisfactory course progress	Satisfactory completion of at least 50 percent of assessments set for one study period.	
Unsatisfactory course progress	Unsatisfactory completion of 49 percent or less of the assessments in two consecutive study periods	
PRISMS	Provider Registration and International Students Management System managed by the Australian Federal Government	

Policy

Satisfactory Course Progress Requirements

- Student progress is assessed at the mid-point and end of each 12 week study cycle by their Classroom Teacher.
- Course Coordinator requests Classroom Teachers to prepare Progress Report of their class and identify any “at risk students”.
- Classroom Teachers completes an ELICOS Course Progress Intervention Form (Appendix A) and forward to ELICOS Course Coordinator.
- An “at risk student” is defined as, unlikely to progress through each level of study within 18 weeks of their study.
- Students are deemed to be making satisfactory course progress if they undertake, complete and pass at least 50% of all assessments.

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Intervention Strategies

Intervention strategies aim to assist “at risk students” may include but are not limited to:

- Conducting and interview with the student.
- Providing students with additional homework and study opportunities.
- Assisting students in developing more effective in-class study skills, such as learning to ask questions if the student does not understand or keeping a vocabulary book of the day’s new words.
- Assisting students in developing more effective out-of-class study skills such as diary-keeping, developing networks and out-of-class peer support groups through whom they can learn English
- Counselling students on the importance of maintaining good attendance.
- Appointing a student mentor to assist during classes.
- Reviewing student’s organizational and time management skills.
- Referring to an external counsellor.
- Recommending private tutoring outside class hours (additional costs may apply).
- Moving student to a lower level English proficiency class.

Intervention Strategy Activation

A student who is deemed “at risk” is sent a warning, via SMS, email and/or mail, that the student is at risk of making unsatisfactory progress and that the student needs to contact RGIT to implement an intervention strategy.

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Procedure for staff - Monitoring course progress	Responsibility		
	Classroom Teacher	ELICOS Coordinator	Student Services
1) Actively monitor student performance and consistently provide feedback on how student can improve	●		
2) Review student performance (both classroom and test results) at the end of weeks 6 and 12 of each study cycle. Identify if any students are at risk of not progressing through the course*.	●		
3) Complete the ELICOS Course Intervention Report Form (See Appendix One) and forward to the ELICOS Coordinator	●		
4) Send a warning to the student, stating that they may be at risk of making unsatisfactory course progress (and that if this continues, they will be reported to the Department of Home Affairs) and to contact student services within a week, so that an intervention strategy can be implemented.			●
5) Prepare and conduct an interview with the student, and discuss intervention strategies to help the student achieve satisfactory course progress. If the student is uncontactable or refuses to the proposed Intervention strategy, move to step 7		●	●
6) Review student course progress at the end of the intervention strategy period, and determine whether the student is likely to achieve satisfactory course progress. <ul style="list-style-type: none"> ● If so, the intervention strategy comes to an end. ● If not, repeat step 4 with a new intervention strategy ● If the student is still has not achieved satisfactory course progress for 2 consecutive study period, move to step 7 	●	●	
7) If the student is unable to demonstrate satisfactory course progress at the end of the second study period by achieving 50% (or greater) average in assessment results after intervention strategies, the student will be issued a Letter of intention to Report for Unsatisfactory Progress.			●
8) The notice will inform the student that he or she is able to access the college's Complaints and Appeals Policy and that the student has 20 working days in which to do so. A copy of this			●

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letter is retained within the student's file. If the student does not successfully appeal, the student will be reported for failing to meet satisfactory course progress.

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Appendix A: ELICOS Course Progress Intervention Form

ELICOS Course Progress Intervention Form	
General	Student name: Student ID: Date: Week of study cycle: ELICOS level:
Student class performance	
Student test performance	
Feedback and guidance given to student	
Misc. Comments	
Teacher	Name: Signature:
Student	Signature: