

Purpose

ELICOS students have unique requirements not fully covered by existing policies designed for VET Students. This policy lists existing policies and additional steps taken to ensure students are correctly placed and inducted.

Scope

This document applies to the placement and induction of any student enrolled in an ELICOS course, and the staff carrying out these processes.

Policies and Procedures

1. **Marketing and recruitment** is performed in accordance with the *RGIT Marketing and Student Recruitment Policy*. Recruiters must also comply with the *ELICOS Standards 2018*, which specifies key information that must be provided to prospective students
2. **Enrolment** is performed according to existing *RGIT Enrolment Procedure*.
3. **Special Needs** for students are handled under the *Identifying and Supporting Student Learning Needs Policy and Procedure*.
4. **Student Placement and Induction** is carried out under the *Student Selection and Admission Procedure*, **with the following variations**.
 - a. Section 7(i) and 7(ii) do not apply – students are not required to have preexisting qualifications or proof of English ability

Student Placement

- b. Before the assignment of a classroom and level, students must sit a placement test administered by a qualified teacher. Typically this is performed by *Student Services*.
- c. Student placement tests are not perfect, and language is complex and contextual. The *ELICOS Teacher* monitors students in class and suggest level changes if the placement is inappropriate for the student's ability.

Student Induction

- d. Students are to receive a copy of the *ELICOS Student Handout*, and directed to available copies of the more comprehensive *ELICOS Student Handbook*, which guide the student through the basics of the ELICOS course and associated processes.
- e. The teacher shall, depending on the English level of the student, spend time personally guiding the new student through the material, and the expectations of the course, with the assistance of a native language speaker who can translate if necessary.