

English Language Centre - Monitoring Student Course Progress

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Rationale and Scope

The English Language Centre systematically monitors students' course progress. The English Language Centre is proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. The English Language Centre reports students, under section 19 of the ESOS Act, who have breached the course progress requirements.

1. Policy

- 1.1 The English Language Centre will systematically monitor the progress of student visa holders and have a documented intervention strategy for any student who is at risk of not completing any course requirement.
- 1.2 Students will be advised of the English Language Centres course progress policies and procedures and the consequences of not meeting progress requirements during Orientation and again by their teacher on the first day of each study period. They will also be informed about how to access the complaints and appeals process in the event that they wish to appeal a decision by the English Language Centre.
- 1.3 Course progress will be assessed at the end point of every study period (for the English Language Centre, "study period" is defined as after the first 4 weeks except for IAP which will be after the first 3 weeks) as well as at week 10 for EAP and GE programs. Assessment will be regularly reviewed by the Senior Language Instructor (SLI) and/or Deputy Director of Studies (DDoS) and the results of assessment tasks recorded by SISA (ELC) on each student's progress report. Progress monitoring will take place after week 4 tests and at the end of each course module of 10 weeks.

2. Procedures

- 2.1.1 During orientation all students are given a copy of the requirements for achieving satisfactory progress and on their first day of class all students are taken through the document which they sign to say they have received and understood.
- 2.2 Requirements for achieving satisfactory course progress:
A student will be deemed to have achieved satisfactory course progress at the end of each study module if he or she has:
 - Participated regularly during classes
 - Completed all scheduled course assignments, tests, activities and other assessment tasks
 - Demonstrated improved language skills
 - Achieved no less than 65 % in all four skills areas with an overall of 70% average in both week 4 and week 10 tests
- 2.2 Responsibility for monitoring student progress
 - The class teacher (appointed each term by the DDOS) in conjunction with other instructors assigned to their class is responsible for monitoring course progress and ensuring any intervention strategy is recorded in student files – see Policy on Intervention Strategy.
- 2.3.1 Monitoring course progress:
An assessment of course progress will take place for the following modules of ELICOS course as indicated.
 - English for Academic Purposes – At the beginning of week 4 and end of week 10
 - General English – As above
 - Introduction to Academic Program – At the end of the third and final weeks

2.3.2 All formal assessment tasks used to gauge course progress will cover all four macroskills – Reading, writing, Speaking and Listening – and will be approved prior to use by the Deputy Director of Studies.

Other mechanisms used to monitor course progress may include:

- In-class participation
- Homework task
- Informal class tests
- Interviews with students
- Research assignments
- Completion of online language tasks
- Participation in group activities

Students must be made aware of their achievement level and be given timely feedback or remedial work or information about how they may improve their chances of success if they are experiencing difficulty with the program.

2.3.3 If the student is not making satisfactory course progress after initial consultation and time spent on an agreed learning contract, he or she will meet with the class teacher and/or SLI and /or Deputy Director of Studies to discuss the situation. They will be advised of appropriate actions and activities for them to undertake in order to give themselves the best chance of success in their program. Some of these activities include:

- Developing a further learning contract with the SLI and or DDoS (signed by the student) Having extra tasks set by Instructors to work on a particular area of weakness
- Attending 1:1 sessions with class teacher
- Professional counselling

2.3.4 If a student continues to fail to make satisfactory course progress, they will receive a section 19 notice per the ESOS act.

2.3.5 If a student believes that they have been treated unfairly, they may make an appeal through the English Language Centre Student Complaints and Appeals Process.

Authorised by



Director, English Language and International Services

20.08.2011

Date