

English Language Centre - Monitoring Course Progress

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Rationale and Scope

The English Language Centre systematically monitors students' course progress as required by Standard 10 of the National Code (2007). 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 course progress requirements.

1. Policy

- 1.1 The English Language Centre systematically monitors the progress of student visa holders and has a documented intervention strategy for any student who is at risk of not completing any course requirement.
- 1.2 Students are 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 are also 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 as well as the need to draw their teacher's attention to any difficulties they may experience, in a timely and appropriate way.
- 1.3 Course progress is assessed both informally and formally throughout the study period (usually 10 weeks for EAP and GE programs, four weeks for IAP and as contracted for study tour / special programs). Teachers are required to monitor their students' performance, participation and progress as an integral part of their teaching duties. For EAP and GE programs, formal assessment of progress in Reading, Writing, Listening and Speaking occurs in Week 4 while final assessment is carried out in the final week of the program. For EAP Levels 2, 3 and 4, there is also additional formal assessment, particularly of oral presentation skills and research and writing skills.
- 1.4 Assessment strategies and tasks are developed by the Academic Manager in collaboration with the Head Teacher (HT), Director of Studies (DoS) and teachers; assessment events are coordinated by the Head Teacher with assessment tasks recorded by Senior Administrative Assistant (SAA) 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 On the first day of term all students – new and continuing – are given information about course progress and assessment tasks for their program. All students are taken through the document, which they sign to say they have received and understood. Students receive a photocopy of the signed document and the original is placed in their student files.
- 2.2 Requirements for achieving satisfactory course progress:

A student is deemed to have achieved satisfactory course progress at the end of each 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; and
 - achieved no less than 65 % in all assessment tasks as identified in the *Course Progress and Assessment* document with an overall 70% average.
- 2.2 Responsibility for monitoring student progress
 - The class teacher (appointed each term by the HT in conjunction with the AM and DoS) in conjunction with other teachers assigned to the class is responsible for monitoring course progress, identifying any student who may be in need of support or intervention, and working with

the student and relevant staff to provide appropriate intervention. Any agreed intervention strategy is recorded in student files – see Policy on Intervention Strategy.

- The class teacher is also responsible for referring any issues pertaining to a student who is not making satisfactory progress to the Head Teacher who refers the matter to the AM or DoS if appropriate.

2.3.1 Monitoring course progress:

A Formal assessment of course progress takes 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 second and final weeks

2.3.2 All formal assessment tasks used to gauge course progress will cover all four macro skills – Reading, Writing, Speaking and Listening – and will be approved prior to use by the AM, in collaboration with the DoS and HT.

Other mechanisms used to monitor course progress may include:

- In-class participation
- Homework task
- Informal class tests
- Interviews with students
- Independent learning and research tasks
- Completion of online language tasks
- Participation in group activities

2.3.3 Students who do not make satisfactory course progress after initial consultation and time spent on an agreed learning contract meet with the Head Teacher and class teacher (CT) together. After that the AM or DoS may also be consulted to discuss the situation. They advise of appropriate actions and activities for the student 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 CT and / or HT—and/or AM and/or DoS (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 and/or Learning Support Teacher (LST)
- Professional counselling and/or medical assessment as necessary

Note: these activities may occur at any time as determined by the CT and/or LST

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.

2.3.4 Students who believe that they have been treated unfairly in any process instigated by the ELC, may make an appeal through the English Language Centre Student Complaints and Appeals Process.

2.3.5 Similarly, students who believe a board of examiners decision regarding their failure to show satisfactory progress allowing them to be promoted to the next study module, may put their case in writing to the DoS, who considers the position and reconvenes the board of examiners for further investigation if required.

Authorised by

Director, English Language Centre

24/04/2014

Date