

Satisfactory Course Progress Policy and Procedures (ELICOS)

Aim: To monitor ELICOS students' course progress in accordance with National Code Standard 10

Scope: All students enrolled in RIGT Australia's ELICOS courses.

Responsibility: Head of English department and student services manager.

DEFINITIONS		
General English	Study period	One 24 week period
For English for Academic Purposes (EAP)	Study period	A 5-week period divided as follows: a. Module 1 (weeks 1-5) b. Module 2 (weeks 6-10)
IELTS Test Preparation course	Study period	A 4-week period divided as follows: a. Module 1 (weeks 1-4) b. Module 2 (weeks 5-8)
Satisfactory course progress	Satisfactory completion of at least 50 percent of assessments set for one study period.	
Unsatisfactory course progress	Completion of less than 50 percent 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 end of each study period by classroom teacher.
- The first day of a student's study period is the first day of studies indicated on the student's confirmation of enrolment.
- To achieve satisfactory course progress, students must complete at least 50 percent of all assessments set for the study period. If students complete less than 50 percent of the assessments in two consecutive periods, the students will be deemed to be making unsatisfactory course progress.
- A student who completes less than 50 percent of the assessments in a single study period only 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 (see below).

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- A student who completes less than 50 percent of the assessments in two consecutive study periods is sent a warning, via email or mail, informing the student that the school intends to report the student for unsatisfactory course progress and that he or she has 20 working days within which to appeal.

Intervention Strategies

Intervention strategies aim to assist students experiencing academic progress difficulties. Intervention strategies may include but are not limited to:

- Providing students with additional homework
- 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
- Moving student to a lower level English proficiency class
- Counselling students on the importance of maintaining good attendance
- Appointing a student mentor to assist during classes
- Reviewing student's organisational/time management skills
- Referral to an external counsellor
- Recommending private tutoring outside class hours (additional costs may apply)

Intervention Strategy Activation

An intervention strategy is activated when the school sends the student either a SMS, letter or email indicating that the student is at risk of not making satisfactory course progress and that the student needs to contact the school immediately to implement an intervention strategy.

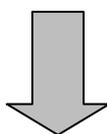
The following section details the process for intervention strategy activation and the reporting of students making unsatisfactory course progress.

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Procedures

STEP 1

	Action	Who	When
1	At the end of each study period, the classroom teacher makes a list of all students enrolled for the full study period.	Classroom teacher	End of study period
2	Of these students, those students who have completed less than 50 percent of assessments set for the study period are identified.	Classroom teacher	End of study period
3	These students are then placed into one of the following three groups: GROUP 1: Students who have completed less than 50% of the assessments in two consecutive study period GROUP 2: Students who have completed less than 50% of the assessments in one study period only.	Classroom teacher	End of study period
4	Student lists for above 2 groups sent to Student Services.	Classroom teacher	End of study period



STEP 2

Group 1 students to be reported			
	Action	Who	When
1	Final warning letter: via email or letter, Student Services informs the student that the institute intends to report the student for unsatisfactory course progress and that the student has 20 working days within which to appeal.	Student Services	Within two weeks of study period's completion date

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2	If student does not appeal, withdraws or is unsuccessful in appeal, student is reported via PRISMS, to the Department of Immigration and Border Protection	Student Services	After 20 working day appeal period elapses
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Group 2 intervention strategy			
	Action	Who	When
1	Student sent a warning, via email or letter, stating that they are at risk of making unsatisfactory course progress and to contact RGIT within 10 working days, so that an intervention strategy can be implemented.	Student Services	Within two weeks of study period's completion date
2	If student does not contact RGIT, a second contact, via email, SMS or face to face, is made instructing student to contact RGIT.	Student Services	No later than 10 working days after first warning sent