



ELICOS Course Progress Policy and Procedure

Institution	Kingsway Institute
Policy Name	ELICOS Course Progress Policy and Procedure
Policy Governance	Academic Manager
Date of Approval	June 2019
Review Date	June 2020
Version No.	2.0

1 PURPOSE

Kingsway Institute establishes this policy and procedure to monitor the course progress of students and to document the procedures for reporting students with unsatisfactory course progress to DoHA.

2 DEFINITIONS

The Institute Kingsway Institute

AR: Assessment Record showing results a student has achieved

DoHA: Department of Home Affairs

Course performance: Class test results achieved as the student progresses through the course

Unsatisfactory course progress: Where a student has achieved scores of 49% or under in their test results in every 5 weeks

Satisfactory course progress: Where a student has achieved scores of 50% or more in their test results in every 5 weeks

Cycle: A 15-week teaching period is a cycle.

3 POLICY

3.1 The Institute will adopt a proactive approach to monitoring students' course progress and notifying and counselling students who are at risk of failing to meet the accepted course progress requirements. Students who persist in failing to meet course progress requirements, even after attempts by The Institute to notify and counsel them through the intervention strategy, shall be reported to DoHA in accordance with the ESOS Act.

3.2 This policy will be made available to The Institute website.

3.3 The Institute strongly believes that course progress is closely linked to students' active participation in class learning and the completion of the class tests.

3.4 Teachers will provide information on class test requirements, conditions and other relevant information to students before the test is conducted.

3.5 Each student's class test results shall be recorded on the student AR.

4 RESPONSIBILITY

4.1 The Academic Manager is responsible for the implementation of this policy, and also ensuring that teachers as well as students are aware of and following this policy



5 PROCEDURE FOR MONITORING, RECORDING AND ASSESSING COURSE PROGRESS

- 5.1 After placement in new class, receiving teacher confirms level suitability and informs Academic Manager within first week if student's English skills are not appropriate for the level
- 5.2 Teachers conduct class test every 5 weeks and keep records of student's assessment results on each student's AR
- 5.3 Every 5 weeks, student's class results are reviewed and the course progress is assessed. If a student is showing unsatisfactory course progress, the teacher will notify Academic Manager
- 5.4 Academic Manager will arrange an academic counselling session with the student
- 5.5 At the counselling session, the student will be asked how they are performing and why they feel they are achieving results of 49% or lower. Course intervention strategies will be discussed and recommended to the student (see table below for intervention strategy examples)
- 5.6 The record for the counselling session will be saved in the student's file. The student's teacher will be advised about the student's progress and expectations. The student will be advised that they are expected to achieve 50% or greater in the test results before the next class test (5 weeks later) otherwise they may be reported for unsatisfactory course progress
- 5.7 The teacher will closely monitor test results and inform the Academic Manager if progress is not being made. If student is not achieving satisfactory course progress within 4 weeks, steps 5.4-5.6 of the above process will be repeated. If student is still not showing satisfactory course progress in the next two tests, and are still at the same level, student will be reported for unsatisfactory course progress
- 5.8 Students studying less than 5 weeks will have their classroom performance monitored by the teacher every week to ensure they are making progress. If student is not, teacher will advise Academic Manager.

Table 1: Intervention Strategy Examples

Intervention Strategy Options	Action taken by	Followed up by
Provide extra learning assistance to the student	Teacher	Academic Manager
Set achievable goals with the student	Teacher	Academic Manager
Make appointment with Academic Manager	Academic Manager	Academic Manager

(This table is not a conclusive list and other intervention strategies may also be used)

6 PROCEDURE FOR NOTICE OF INTENTION TO REPORT

- 6.1 If the student is unable to demonstrate satisfactory course progress at the end of the cycle by achieving 50% or greater in assessment results after intervention strategies, the student will be issued a Letter of Intention to Report for Unsatisfactory Course Progress.

The notice will inform the student that he or she is able to access The Institute's Complaints and Appeals Policy and that the student has 20 working days in which to do so. A copy of this 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



7 PROCEDURE FOR REPORTING OF STUDENT'S BREACH OF VISA CONDITIONS VIA PRISMS

- 7.1 If the Student chooses not to access the complaints and appeals processes within the 20-working-day period, withdraws from the process, or the process is completed and results in a decision supporting The Institute, The Institute will notify DoHA of the student not achieving satisfactory course progress .
- 7.2 Copies of all outcomes and notifications related the appeal process is kept on the student's file in accordance with The Institute's Complaints and Appeals Policy and Procedure.