



## ELICOS Student Placement Policy and Procedure

<b>Institution</b>	Kingsway Institute
<b>Policy Name</b>	ELICOS Student Placement Policy and Procedure
<b>Policy Governance</b>	Academic Manager
<b>Date of Approval</b>	June 2019
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<b>Version No.</b>	2.0

### 1 PURPOSE

Kingsway Institute establishes this policy and procedure to:

- 1.1 Effectively place students into ELICOS classes
- 1.2 Identify and manage students with special learning needs
- 1.3 Effectively manage class sizes and student: teacher ratios

### 2 DEFINITION

**The Institute** Kingsway Institute

### 3 POLICY

- 3.1 The Institute will ensure that all new students' English skills are tested and are placed into an appropriate class to learn English
- 3.2 All students will be asked if they have any special learning requirements
- 3.3 The Institute will ensure that class numbers do not exceed 18 students per class

### 4 RESPONSIBILITY

The Academic Manager is responsible for the implementation of this policy, and also ensuring that staff members are aware of and following this policy.

### 5 PROCEDURE

#### Placement of students in ELICOS classes

- 5.1 First, all new students are required to complete an English Placement Test (reading, writing and listening tests) under supervised conditions on their first day during the enrolment process. Once completed, the reading, writing and listening skills are all independently assessed using the "Placement Test Marking Scheme". A level (for each skill) from Beginner to Upper Intermediate is given on the test cover page (refer to English Placement Test cover page table)
- 5.2 Finally, a one-on-one speaking test is conducted by either the Academic Manager (or Senior teacher) and the student is given a skill level from Beginner to Upper Intermediate for each skill using the "Placement Test Marking Scheme"
- 5.3 After the English Placement test is fully completed, the Academic Manager (or Senior Teacher) assesses all the individual skill results achieved and decides on the student's overall level of English and writes it into the corresponding box on the cover page



#### **Class sizes and student: teacher ratios**

- 5.4 Classes are a maximum of 18 students for 1 teacher per class
- 5.5 Students are placed into classes based on nationality mix, gender of student, current numbers and the English level deemed by academic management to best suit the student's learning needs
- 5.6 The Academic Manager will keep a close look on the student numbers in each class and ensure it doesn't exceed 18 students.

#### **Identification and management of special learning needs**

- 5.7 Students are asked on their first day if they have any special learning needs. If yes, the specific nature of the learning need is recorded and The Institute will make reasonable adjustments wherever possible. The teacher is advised about the learning need and course progress is closely monitored.