Course Progress Policy and Procedure

a) Standard 10 of the National Code 2007 requires that

*Registered providers systematically monitor students’ course progress. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements.*

b) English Unlimited (‘College’) believes that students who take responsibility for their learning are better placed to progress in their course. Students can take responsibility for their learning by setting goals and be aware of their course progress to understand their position in relation to their goals and what they need to do to succeed in achieving their goals.

c) To assist students to take some responsibility for their learning and for goal-setting each student will be responsible for the completion of their individual Student Progress card (see appendix 1) after their weekly test, in conjunction with their teacher.

POLICY

d) Consistent with the above, the College will monitor, record and assess the course progress of each student.

e) The monitoring of course progress also allows the College to comply with its obligation under the National Code in particular, Standard 9 (Completion within the expected duration of study) and Standard 10 (Monitoring course progress), in respect of Student Visa holders.

*Note:* Under the National Code, the College is required to assess whether a student is making satisfactory course progress and for the College to activate its intervention strategy where the student is not making satisfactory course progress.

Further, the National Code requires the College to monitor the progress of students holding a student visa to ensure that they will be in a position to complete the course within the expected duration as specified in a student’s Confirmation of Enrolment (CoE).

f) The course progress of all students will be assessed *informally on a weekly basis* and *formally every three weeks*.

g) To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of assessments during a study period.

h) Where a student does not achieve competency in at least 50% of assessments during a study period, the College will activate its intervention strategy.
i) Students who are required to enter into an intervention strategy will be informed of this in writing and in a meeting with the Academic Manager. (see: Intervention Policy). These students are also identified as students who may not be able to complete the course within the expected duration (see: Completion Within Expected Duration Policy and Procedure).

j) Where the student again fails to achieve course progress during the next study period the College must take steps to report the student to DEEWR for unsatisfactory course progress.

k) By monitoring course progress, teachers will be able to identify and assist students who are at risk of failing to achieve course progress during the study period

**PROCEDURE**

a) The monitoring of a student’s course progress is based on the aggregate result of assessments completed within a study period.

b) Each Unit of the course will be monitored.

**Assessing and Recording results**

c) The students will be assessed informally on a weekly basis and formally every three weeks:

i. The results of the informal tests are recorded on Student Progress Cards

ii. The results of the three-weekly formal tests are graded quantitatively and qualitatively and recorded on spreadsheets and in student files on the student management software system. At the end of the student’s study results are aggregated and calculated as a percentage which is included on students certificates.

d) At the end of the student’s study period, results are aggregated and calculated as a percentage which is included as a grade on the student’s Exit Report. Please refer to Correlation between results (test scores) and grades below.

e) To demonstrate satisfactory course progress, students will need to achieve an average result of at least 50% in formal assessments over a student period.

**Intervention Strategy**

f) If a student does not achieve satisfactory course progress the Academic Manager will meet with the student to develop an intervention strategy for academic improvement. This may include:

i) Additional supervision

ii) Additional tutorial assistance
iii) Other intervention strategies as deemed necessary

g) The student’s individual strategy for academic improvement will be monitored and adjusted as necessary over the following study period by the Academic Manager and records of student response to the strategy will be kept.

Notice of Intention to Report to DEEWR

h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next study period, the College will advise the student in writing of its intention to report the student. The letter to the student must inform the student that:

i) the student does not access the complaints and appeals process within 20 days, or
ii) ii) withdraws from the complaints and appeals process, or
iii) the complaints and appeals process results in favour of the school.

Reporting to DEEWR

i) The College will notify DEEWR via PRISMS of the student not achieving satisfactory course progress within fourteen days where

i) the student does not access the complaints and appeals process within 20 days, or
ii) ii) withdraws from the complaints and appeals process, or
iii) the complaints and appeals process results in favour of the school.

Delegation

j) The Academic Manager may delegate his/her function set out in this procedure to a teacher who holds not less than 5 years teaching experience.

Correlation between results (test scores) and grades

k) The College uses Grades (A, B, C and D) in its Exit Reports. The Key for Grades is below.

Key for Grades

Grade
A Excellent
B Good
C Satisfactory
D Poor
l) The results achieved in assessments have the corresponding Grade:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Above 80%</td>
</tr>
<tr>
<td>B</td>
<td>65% to 80%</td>
</tr>
<tr>
<td>C</td>
<td>50% to 64%</td>
</tr>
<tr>
<td>D</td>
<td>Below 50%</td>
</tr>
</tbody>
</table>

**Records of classroom input**

m) Teachers record daily activities, materials used and homework set on weekly planners

n) Planners are filed weekly in the staff room

o) Weekly planners are monitored by the Academic Manager monthly and any areas of concern or new potential resources are dealt with

**Definitions**

a) ‘Compassionate or compelling circumstances’ - circumstances are generally those beyond the control of the student that are having an impact on the student’s progress through a course. These could include:

i) serious illness, where a medical certificate states that the student was unable to attend classes

ii) bereavement of close family members such as parents or grandparents

iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies

iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists’ reports)

v) where EU was unable to offer a pre-requisite unit

vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

b) For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.
c) ‘Expected duration’ means the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

d) ‘Intervention strategy’ means strategies to assist students to achieve satisfactory course progress and/or attendance and may include:
   i) additional supervised study periods
   ii) additional language support
   iii) attendance at counselling sessions to assist with personal issues that may be impacting studies
   iv) providing a mentor
   v) increasing monitoring of students
   vi) other intervention strategies or a combination of intervention strategies as deemed necessary.

e) ‘Medical certificate’ means a certificate issued by a registered medical provider such as hospitals, doctors, dentists, physiotherapists, chiropractors, optometrists, ophthalmologists, psychiatrists and psychologists. The college does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc.


g) ‘Study period’ means:
   a. for a course with a course length of 12 weeks, a period of 6 weeks from the date a student commences studies; and
   b. for a course with a course length of greater that 12 weeks, a period of 12 weeks from the date a student commences studies.

h) ‘Unit’ means one week of study.

Policy review

This policy will be reviewed as part of the college’s three year review cycle or as required by regulatory changes.