

## ELICOS Course Progress Policy

|                               |  |
|-------------------------------|--|
| <b>Institution</b>            | Australian Institute of Language and Further Education |
| <b>Policy Name</b>            | ELICOS Course Progress Policy                          |
| <b>Policy Governance</b>      | Course Coordinator                                     |
| <b>Reference to Standards</b> | National Code 2018                                     |

### 1 PURPOSE

Ensure AILFE monitors the course progress of students, proactively identifies and counsels students at risk of failing to meet satisfactory course progress, and ensures reporting obligations under ESOS Act 2000 s.19 are met, including reporting via PRISMS within 31 days of breach after internal and external appeals are completed.

### 2 DEFINITIONS

**AR:** Assessment Record showing Block Test results in Academic Progress Report of the Summative Assessment.

**AILFE/College:** Australian Institute of Language and Further Education

**DoHA:** Department of Home Affairs

**Course performance:** Fortnightly Formative Assessment results are recorded as the student progresses through the course

**Unsatisfactory course progress:** Where a student has not achieved the result to move to a higher level after studying at the same level for 2 Study Periods.

**Study Period:** AILFE uses 'term' to define a study period. The term duration, usually a contact period of ten (10-12) weeks, is considered a study period.

**English Coaching:** In addition to ongoing constructive feedback using formative assessments, one-on-one "English Coaching" is conducted after the Block Test in weeks 10 of every term. Each session is a chance for teachers to meet with each student individually. The objective is to provide individual and constructive feedback highlighting the strengths and areas that a student needs to work on in order to achieve their desired goals. This is also to help students to actively reflect on their learning achievements. During the session, teachers also provide individual guidance and gauge whether students are maintaining satisfactory course progress. **Academic Progress Report** will be given to students.

**Course Progress Meeting Form:** Form for students who are struggling to meet course progress requirements, which lists objectives, dates met with staff, intervention strategies etc.

**Student Course Progress Folder:** Folder which contains Course Progress Meeting Forms for all students who have begun intervention strategies.

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| <b>Version</b>   | 2.5                           | <b>Date Amended</b>       | 25.08.2025     | <b>Original Issue Date</b> | 23.05.2018         |
| <b>Title</b>   | ELICOS Course Progress Policy |                           | CRICOS: 03402B |                            |                    |
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### 3 POLICY

- 3.1 The College will adopt a proactive approach to monitoring students' course progress, notifying and counselling students who are at risk of failing to meet the accepted course progress requirements, and providing intervention strategies in line with National Code 2018 Standard 8 and ELICOS Standards 2018 (C1.1J–C1.1K). Students who persist in failing to meet requirements, after intervention and appeals, shall be reported via PRISMS within 31 days, in accordance with the ESOS Act 2000 s.19.
- 3.2 This policy and procedure will be made available to students through the student orientation guide and college website.
- 3.3 The College strongly believes that course progress is closely linked to students' active participation in class learning and assessment activities and achieving the level appropriate results within the time frame of each level and/ or term.
- 3.4 Teachers will provide information on assessment requirements, conditions and other relevant information to students before the assessment is handed out.

### 4 RESPONSIBILITY

The Course Coordinator 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 COURSE PROGRESS

- 5.1 In weeks 10 of each term, English Coaching is carried out and course progress is assessed. Students will receive Academic Progress Report during English Coaching Session.
- 5.2 On a monthly basis, Student Service Officer will generate a report of students who fail to meet the requirements of satisfactory course progress. This report will be sent to English Trainer and Course Coordinator and a Course Progress Meeting will be arranged.
- 5.3 Course Coordinator will arrange a course progress meeting with student.
- 5.4 At the meeting, the student will be asked how they are performing and why they feel they are not achieving the appropriate result to progress to next level. Course intervention strategies will be discussed and recommended to the student (see table below for intervention strategy examples)
- 5.5 The Course Progress Meeting Form will be completed and signed by student and Course Coordinator. A copy will be given to the student and the original will be filed in the Student Course Progress Folder. 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 the result to progress to next level in the following study period, otherwise they may be reported for unsatisfactory course progress.

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5.6 If students fail to attend the Course Progress Meeting, Academic Manger will record in Course Progress Meeting Form.

| Intervention Strategy Options                         | Action taken by                    | Followed up by      |
|---|------------------------------------|---------------------|
| Provide extra learning assistance to the student      | Main teacher                       | Academic Management |
| Ask the student to attend clubs/electives after class | Academic Management                | Academic Management |
| Move the student to a lower level                     | Academic Management                | Academic Management |
| Set achievable goals/targets with the student         | Main teacher / Academic Management | Academic Management |
| Extra time to complete assessments                    | Main teacher                       | Academic Management |
| Make appointment with student counsellor              | Academic Management                | Academic Management |

\* This 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 during the Study Period after the Course Progress Meeting, the student will be issued a Letter of Intention to Report for Unsatisfactory Progress.

6.2 Students are provided 20 working days to access the complaints and appeals process, in accordance with National Code 2018 Standard 8.19. All compassionate or compelling circumstances submitted will be considered in line with Standard 8.15.

6.3 The notice will inform the student that he or she is able to access the college's Managing Complaints Procedure and Managing Appeal Procedure 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.

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## 7 PROCEDURE for reporting of student’s breach of visa conditions via PRISMS

- 7.1 If the student does not appeal or the appeal is unsuccessful, the College will notify the Department of Home Affairs via PRISMS as soon as practicable and within 31 days of the breach, in accordance with ESOS Act 2000 s.19. Copies of all appeal outcomes, decisions, and PRISMS reports are kept on the student’s file for a minimum of two (2) years after enrolment ceases (National Code 2018 Standard 8.21).
- 7.2 Copies of all outcomes and notifications related the appeal process is kept on the student’s file in accordance with the college’s Managing Complaints and Appeals Procedure.

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# Academic Progress Report

|               |  |                    |
|---------------|--|--------------------|
| Student Name: |  |                    |
| Teacher:      |  |                    |
| Level:        |  |                    |
| Date:         |  | Block: .... (2020) |

| Skill     | % | Level |
|-----------|---|-------|
| Listening | % |       |
| Reading   | % |       |
| Writing   | % |       |
| Speaking  | % |       |
| Overall   | % |       |

### Overall Teacher Comments:

.....

.....

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.....

.....

**By Signing this document I confirm I received feedback on my performance in the test.**

Student Name:

Date:

Signature:

Teacher Name:

Date:

Signature:

|  |                               |                           |                |                            |                    |
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## ELICOS Course Progress Meeting Form (Intervention Strategy)

|  |  |
|--|--|
| <b>Student Name:</b>                     |  |
| <b>Teacher Name:</b>                     |  |
| <b>Current Level:</b>                    |  |
| <b>Number of weeks in current level:</b> |  |

**Strategies to assist student develop English skills further: (Select from the following)**

- 1- Inform student the score he/she needs to achieve during given period to meet the satisfactory course progress requirement. 2.-Provide catered advice and/or extra learning assistance to the student 3- Ask the student to attend clubs/electives after class 4- Request to move the student to a lower level 5- Make appointment with student counsellor 6- Do homework and attend all classes regularly and be an active participant in all tasks 7- Follow up 8- Other (Please indicate in space)

| Intervention Strategy | Action initiated by & Date | Reason(s)   | Student signature |
|-----------------------|----------------------------|---|-------------------|
|                       |                            | Achievable goals/targets                                  |                   |
|                       | .....<br>/ /               | Reason(s):<br>.....<br>Achievable goals/targets:<br>..... |                   |
|                       | .....<br>/ /               | Reason(s):<br>.....<br>Achievable goals/targets:<br>..... |                   |
|                       | .....<br>/ /               | Reason(s):<br>.....<br>Achievable goals/targets:<br>..... |                   |
|                       | .....<br>/ /               | Reason(s):<br>.....<br>Achievable goals/targets:<br>..... |                   |
|                       | .....<br>/ /               | Reason(s):<br>.....<br>Achievable goals/targets:<br>..... |                   |
|                       | .....<br>/ /               | Reason(s):<br>.....<br>Achievable goals/targets:<br>..... |                   |

**Additional Comments: Date: / /**  
 .....

|  |                               |                           |                |                            |                    |
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## 1. Compliance Mapping

| Requirement   | Policy Reference  | Source  |
|---|---|---|
| Define satisfactory course progress and study period    | Definitions; Policy                                     | National Code 2018 – Standard 8.4; ELICOS Standards 2018 – C1.1J  |
| Proactive monitoring and early intervention             | Policy; Procedure (Monitoring)                          | National Code 2018 – Standard 8.13; ELICOS Standards 2018 – C1.1K |
| Provide counselling and intervention strategies         | Procedure (Course Progress Meeting; Intervention Table) | National Code 2018 – Standard 8.13; ELICOS Standards 2018 – C1.1K |
| Consider compassionate or compelling circumstances      | Procedure (Notice of Intention to Report)               | National Code 2018 – Standard 8.15                                |
| Issue Letter of Intention to Report                     | Procedure (Notice of Intention to Report)               | National Code 2018 – Standard 8.14                                |
| 20 working days to appeal before reporting              | Procedure (Appeals)                                     | National Code 2018 – Standard 8.19                                |
| Report via PRISMS within 31 days                        | Procedure (Reporting)                                   | ESOS Act 2000 – s.19; National Code 2018 – Standard 8.14          |
| Retention of records for 2 years after enrolment ceases | Procedure (Reporting; Recordkeeping)                    | National Code 2018 – Standard 8.21                                |

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