

# MONITORING COURSE PROGRESS POLICY

## POLICY & PROCEDURES

(English-language courses - ELICOS)

### Scope

This policy is to:

- set out the procedures adopted by Evolution to oversee students' course progress including recording, monitoring, assessing, counselling and reporting the course progress of each student.
- ensure that students make satisfactory course progress and to meet regulatory requirements.
- aims to promote transparent, equitable and accountable assessment practices and justifiable quality outcomes.
- ensure that Evolution compliance with legislative and regulatory requirements.

This policy applies to:

- all Evolution stakeholders.

### Definitions

DEFINITION	
<b>ELICOS</b>	English Language Intensive Courses for Overseas Students
<b>CoE</b>	Confirmation of Enrolment
<b>Compassionate or compelling circumstances</b>	<p>Circumstances are generally those beyond the control of the student and have an impact on the student's course progress or well-being. These could include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• serious illness or injury, where a medical certificate states that the student was unable to attend classes.</li> <li>• bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided).</li> <li>• major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted the student's studies.</li> <li>• traumatic experience, which could include: <ul style="list-style-type: none"> <li>○ involvement in, or witnessing of a serious accident; or</li> <li>○ witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports)</li> </ul> </li> <li>• where the registered provider was unable to offer a pre-requisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.</li> </ul> <p>Note: Evolution uses professional judgement to assess each case on its merits.</p>
<b>Evolution / College</b>	Evolution Systems for Training and Development Pty Ltd (ABN: 73 114 531 636) trading as Evolution Hospitality Institute/Evolution English Language Centre (RTO 91256) (CRICOS: 02869G)
<b>PRISMS</b>	Provider Registration and International Student Management System

DEFINITION	
<b>Monitoring</b>	Monitoring refers to the active checking of course progress.
<b>Unsatisfactory Progress</b>	Unsatisfactory Progress is defined as below a Pass Grade (50%) across all four macro-skills for any level student is currently studying at, based on the results of a progress test. Progress test is conducted every 5 or 6 weeks (determined by the level at which course student is currently studying).
<b>International Student / Overseas Student</b>	An overseas student is defined as a person (whether inside or outside Australia) who holds a student visa
<b>Domestic Student</b>	For the purpose of this policy, a domestic student is defined as a student who is not an overseas student.
<b>Study Period</b>	A Study Period is the period required to complete one English level which is equivalent to 10/12 weeks.

## Policy and Procedures

### MONITORING

- Student's progress is assessed, monitored and recorded in their enrolled courses, including:
  - Reviewing attendance records
  - Reviewing tests
  - Obtaining feedback from class teacher on individual student
  - Checking overall passing grades.
- Academic and Student Support teams are monitoring and identifying students at risk of not progressing.
- During their course students will receive oral feedback from their teacher on their performance in class to discuss student's progress and strategies for further improvement where needed.
- During the study period,
  - a First Warning Letter will be issued, if a student is identified for the first time as not making satisfactory course progress.
  - a Second Warning Letter will be issued after the First Warning Letter when it has been identified that the student has not made any improvement on progression or attendance.
  - if a student is identified as at risk of making unsatisfactory course progression before the end of the study period, the Warning Letters and Intervention Strategy are implemented as early as practicable.
- Student's attendance is monitored in conjunction with the students' academic progress. Should the student fall below attendance - 80% of the scheduled contact hours for the course, which will threaten the students' progress the students is also subjected to early intervention.

### INTERVENTION STRATEGY

- If a student is identified as being at risk of not completing the course in the required time or of making unsatisfactory progress in a study period, the following process is followed:
  - the student is contacted requesting that they have to meet with the Academic and Student Support teams to develop an Intervention Strategy to ensure that the student maintains satisfactory course progress.
  - the Intervention Strategy is implemented.
- Intervention strategy will be prepared for students who are not making satisfactory course progress, including:
  - procedures for contacting and counselling students
  - strategies to assist identified students to achieve satisfactory course progress
- Intervention strategy includes provisions for advising students that:

- receiving additional support in the form of extra homework activities, having individual tutorial from a teacher, attending extra support classes or receiving mentoring from a fellow student and/or repeating the level student is currently studying at.
- where appropriate, advising students on their suitability for level they are currently studying at and transferring student to a lower level class.
- for international student, unsatisfactory course progress in two consecutive study periods could lead to the student being reported in PRISMS and their visa may be cancelled.

### **INTENTION TO REPORT (FOR INTERNATIONAL STUDENTS)**

- Intention To Report will be issued to student who is identified as not making satisfactory course progress in two consecutive compulsory study periods/stages.
- Evolution will report a student with unsatisfactory course progress in two consecutive study periods in PRISMS after issuing the Intention To Report, and the complaints and appeals processes is completed as per the Complaints and Appeals Policy & Procedures.

### **EXTENDING COURSE DURATION**

- Student's course duration will be considered to extend following the circumstances:
  - compassionate or compelling reasons
  - implemented, or is in the process of implementing, an intervention strategy for the student who is at risk of not meeting course progress requirements
  - an approved deferral or suspension of the student's enrolment has occurred.