

Student Course Progress Policy (ELICOS)

1. Purpose

1.1 This policy outlines the framework applied to monitor ELICOS student's course progress in accordance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Standard P4 of the English Language Courses for Overseas Students (ELICOS) Standards 2018.

2. Scope

2.1 This policy applies to:

- 2.1.1 all international students studying an ELICOS course at Stanley College; and
- 2.1.2 all staff with responsibilities for teaching and supporting students enrolled in ELICOS courses.

3. Responsibility

3.1 The Academic Manager – English is responsible for the implementation of this policy and corresponding procedure.

3.2 The Student Services Team is responsible for monitoring of course progress for ELICOS students.

4. Definitions

CoE	A document, provided electronically, that is issued by Stanley College to an international student when they enrol in a Stanley College course. This CoE must accompany their application for a student visa, submitted through DoHA.
Compassionate or Compelling Circumstances	Circumstances generally out of the student's control which will have an impact upon the student's wellbeing or course progress.
Course Progress	The academic progression of students enrolled to study in Stanley College courses. Students are expected to maintain satisfactory results.
DoHA	The Department of Home Affairs, which includes responsibility for immigration matters.
ELICOS	English Language Intensive Courses for Overseas Students.
ELICOS Standards 2018	The English Language Intensive Courses for Overseas Students (ELICOS) Standards 2018, established pursuant to subsection 176B(1) of the ESOS Act.
ESOS Act	The <i>Education Services for Overseas Students Act 2000</i> of the Commonwealth of Australia.
ESOS Framework	The legislative framework that regulates the responsibilities of education institutions towards overseas students on student visas, and includes the National Code.
International Student	A student studying in Australia on a student visa issued by DoHA.

Intervention Strategy	Action taken by Stanley College to assist a student who is making unsatisfactory progress in their program.
National Code 2018	The National Code of Practice for Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act.
PRISMS	Provider Registration and International Students Management System: the Australian Government database that provides Australian education providers with Confirmation of Enrolment facilities required for compliance with the ESOS legislation.
Study Period	A period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by Stanley College. The Study Period for an ELICOS Course is stated in each student's offer of admission.

5. Policy Provisions

Principles

- 5.1 Stanley College has implemented its *Student Course Progress Policy (ELICOS)* and corresponding procedure in line with Standard 8 of the National Code 2018 and Standard P4 of the ELICOS Standards 2018.
- 5.2 Unsatisfactory course progress is defined as where a student has not passed their assigned level of the General English course after two (2) consecutive study periods.
- 5.3 Satisfactory course progress is defined as where a student has:
- 5.3.1.1 received an outcome of 60% or over for all required Competency tests throughout the fifteen (15) week study term of that level of study.
- 5.4 Stanley College is required to monitor, record and assess overall course progress throughout the duration of the General English course for which each student is enrolled to help them achieve satisfactory course progress. Stanley College will intervene if a student is at risk of failing to achieve satisfactory course progress.
- 5.5 Course Progress is assessed by monitoring the following:
- 5.5.1 results from Competency Tests;
 - 5.5.2 completion and outcomes from Unit Progress Tests;
 - 5.5.3 participation in tuition activities or other indicators of academic progress; and
 - 5.5.4 student attendance is at least 80%.
- 5.6 At the end of each study period (15-week level), Stanley College's Academic Manager (English), monitors each student's course progress via the Course Progress Monitoring Report documents, which include the following:
- 5.6.1 *Group List - Class Allocation, Course Progress and Capacity Management Sheet;*
 - 5.6.2 *Student Tracking Sheet - Delivery Schedule and Student Learning Plans;*
 - 5.6.3 *Re-Assessment Record Sheet.*
- 5.7 Where a student is at risk of unsatisfactory course progress, they are invited to attend an Intervention Meeting with the Academic Manager - English and Student Support Officers to develop and enact an appropriate strategy.

- 5.8 The aim of the intervention is to re-iterate the course requirements and the student visa obligations to the student and to identify the reasons that may prevent the student from achieving satisfactory course progress.
- 5.9 Monitoring the course progress of students allows Stanley College to identify and offer support to those at risk of not progressing and being reported for unsatisfactory course progress. Students who are not achieving satisfactory course progress are reported to the Department of Home Affairs (DoHA) via PRISMS, however before that can happen Stanley College is required to:
- 5.9.1 inform international students before they begin a course about the requirements to achieve satisfactory course progress, where applicable;
 - 5.9.2 monitor, record and assess the progress and attendance of each student;
 - 5.9.3 have documented course progress policies and procedures;
 - 5.9.4 assess the student as not meeting satisfactory course progress and inform the student in writing of its intention to report the student and that he or she is able to access Stanley College’s complaints and appeals process within 20 working days;
 - 5.9.5 notify DoHA through PRISMS of the student not achieving satisfactory progress after the appeals process (if actioned) is finalised and upholds Stanley College’s decision to report; and
 - 5.9.6 have a documented intervention strategy, which must be made available to staff and students. At a minimum, the intervention strategy must be activated where a student is at risk of unsatisfactory course progress.
- 5.10 Where Stanley College has assessed the student as not achieving satisfactory course progress, it must notify the student in writing of its intention to report the student to DoHA (via PRISMS) for not achieving satisfactory course progress. The written notice must inform the student that he or she is able to access Stanley College’s complaints and appeals process and that the student has 20 working days in which to do so.

Cancellation of Enrolment for Unsatisfactory Progress

- 5.11 Stanley College may choose to cancel an international student’s ELICOS enrolment on the basis of a breach of course progress requirements by the student under Standard 8 & 9 of the National Code 2018.
- 5.12 For any cancellation of enrolment initiated by Stanley College, the international student will be issued the *Notice to Intention to Report Letter*. As part of this process, students must be advised that the change in enrolment status may affect their visa, and that they have 20 working days to use Stanley College’s complaints and appeals process as per Standard 10 of the National Code 2018 and as outlined in the *Student Handbook – General English*.
- 5.13 The cancellation of the international student’s enrolment cannot take effect until the internal appeals process, if initiated, is completed unless the international student’s health or wellbeing, or the wellbeing of others, is likely to be at risk.
- 5.14 Cancellation of enrolments will be recorded on PRISMS to notify DoHA of the change to their study, as required under Section 19 of the ESOS Act 2000. The student will be notified of the cancellation of the CoE and be advised to seek advice from DoHA on the potential impact to their student visa.

6. Policy Information

Document Name: Student Course Progress Policy (ELICOS)	RTO : 51973	CRICOS Code : 03047E
Location: NovaCore CMS\DMS\Student Services Drive\Policies\		
Version: 1.3 © Stanley College	Approved on: 26-04-2024	Review Date: 26-04-2026 Page 3 of 4

Policy Area	Academic
Authorised Officer	Deputy Vice President VET
Supporting documents, procedures & forms of this policy	<i>Student Course Progress Procedure (ELICOS)</i> <i>Student Complaints and Appeals Policy (VET + ELICOS)</i> <i>Notice to Intention to Report Letter</i> <i>Student Handbook – General English</i> <i>Group List - Class Allocation, Course Progress and Capacity Management Sheet</i> <i>Student Tracking Sheet - Delivery Schedule and Student Learning Plans</i> <i>Re-Assessment Record Sheet</i>
Related Legislation and Codes of Practice	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Education Services for Overseas Students (ESOS) Act 2000 ELICOS Standards 2018
Audience	Public