Student Course Progress Policy (ELICOS)

1. Purpose

1.1 This policy outlines the framework for monitoring the course progress of ELICOS students 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 a General English (ELICOS) courses.

3. Responsibility

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

3.2 The Student Support Officer in conjunction with the Academic Manager, School of English is responsible for monitoring of course progress for General English (ELICOS) students.

4. Definitions

At-Risk	Students identified as not meeting an expected standard of progression, as assessed at various points through the course. It Refers to a situation where a student is likely to have unsatisfactory course progress.
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 [Education Services for Overseas Students (ESOS) Act 2000](#) 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.
Group List	General English Group List is a list of each class and students in the class. This is a Class Diary that is updated and monitored by Teachers and the Academic Manager.
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 at-risk of unsatisfactory course progress.
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	For General English each study period is 15 weeks.

5. Policy Provisions

Principles

Stanley College's Student Course Progress Policy (ELICOS) and corresponding procedure are aligned with Standard 8 of the National Code 2018 and Standard P4 of the ELICOS Standards 2018.

5.1 **English Level Assessment:** A student's commencing English level is determined by an English Placement Test completed as part of the compulsory orientation program.

5.2 **Course Structure:** Stanley College's General English course comprises of five levels:
- Beginner
- Elementary
- Pre-Intermediate
- Intermediate
- Upper Intermediate

5.4 **Achievement Timeline:** Each level should be achieved within 15 weeks of study (study period) by demonstrating competency in two Competency Tests at week 7 and 14 of the study period.

Course Progress

5.5 Course Progress is assessed by monitoring the following:
- 5.5.1 Number of weeks studied at a level (weeks at level)
- 5.5.2 Results from Competency Tests, first and subsequent attempts
- 5.5.3 Attendance and class engagement

5.6 **Satisfactory Course Progress is achieved by:**

Achieved by:
- Demonstrating competency by scoring 60% or higher in two Competency Tests (at the same 'level') across each skills area (skill area = writing, speaking, reading comprehension and listening comprehension), including where a re-assessment is required. Within a study period.
- Progressing to the next English level within a 15-weeks of commencing the level.

5.7 **Unsatisfactory Course Progress**

Defined as:
- not progressing to the next English level after completing two consecutive study periods (30 weeks).
- Failing four consecutive competency tests, at the same English level (including re-assessments)

Monitoring of Progress

5.8 Stanley College monitors, records, and assesses course progress through each students General English course enrolment to help students achieve satisfactory progress. Stanley College intervenes if a student is *at-risk* of unsatisfactory course progress.

5.9 Students can be identified as 'at risk' if they:
- Are Unable to progress to the next General English course level after 15 weeks of study (weeks studied at a level exceeds 15 weeks)
- Fail to pass a Competency Test (including re-assessments) during the study period
- Are not actively engaged or participating in class activities including not completing end of unit progress tests
- Have poor attendance likely to impact their learning and course progress
  - Less than 80% attendance or erratic attendance
  - Absent for five consecutive days

5.10 **Intervention for Students at-risk of Unsatisfactory Course Progress:**

5.10. 1   When identified as 'at risk,' students will be invited to an intervention meeting with eh Academic Manager (or a nominated person) and/or the Student Support Officer. The meeting aims to:

➢ Reiterate course progress and visa requirements
➢ Identify reasons hindering progress
➢ Implement strategies to support satisfactory course progress

5.10.2   The intervention strategy will be discussed and agreed with the Academic Manager and student, and a copy provided to the student and kept in the student records.

5.11 If a student does not engage in the documented intervention strategy, fails to meet 80% attendance requirements and/or is deemed to have **unsatisfactory course progress**, Stanley College must notify the student in writing of the intention to report them to DoHA via PRISM. The Notice of Intention to Report must inform students of their right to access Stanley College complaints and appeals process within 20 working days.

Cancellation of Enrolment for Unsatisfactory Progress

5.12 Stanley College may choose to cancel an international student's General English (ELICOS) enrolment on the basis of a breach of course progress requirements by the student under Standard 8 and 9 of the National Code 2018.

5.13 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*.

5.14 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.

5.15 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

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