ELICOS Course Progression Procedures

1. Governing policy

The *ELICOS Course Progression Procedures* give effect to the *ELICOS Course Progression Policy*. These procedures specify:

- the requirements for achieving satisfactory course progress for the course;
- the processes for recording and assessing course progress;
- the intervention strategy to identify, notify and assist students at risk of not meeting course progress requirements in sufficient time for those students to achieve satisfactory course progress;
- the processes for determining the point at which the student has failed to meet satisfactory course progress.

2. Scope

These procedures apply to all students who are studying an ELICOS program.

3. Procedures

These procedures set out the processes involved in monitoring, recording and assessing ELICOS course progress.

Process	Responsibilities	Timeframe
Requirements for satisfactory course progress		

1.1 The ELICOS program comprises 10 weeks of at least 20 contact hours per week, and includes minimum attendance requirements as per the ELICOS and Foundation Attendance Policy. 1.2 A student is deemed to have achieved satisfactory course progress at the end of each study period if they have: • maintained satisfactory attendance (see the ELICOS and Foundation Attendance Policy); • successfully completed all required course assignments, tests and activities as outlined in the ELICOS Course Progression Policy; and • demonstrated improved language skills and achievement in all learning outcomes. 1.3. These requirements are included in the student's written agreement. 1.4. Students are given access to the course assessment outlines through the Institution's learning management system (Moodle). The course assessment outline includes the outcomes to be achieved from the course and, for each learning block, the learning outcomes for that block.	Student	Study period
Monitoring course progress		
2.1 At the start of each study period, students sit a diagnostic test approved by a senior academic staff member to confirm their proficiency level. These scores are recorded electronically, along with the student's Confirmation of Enrolment start and end dates, the desired study pathway and the initial proficiency level. Academic staff conduct assessments of proficiency level every five weeks. All assessments are approved by a senior academic staff member and include all four macro-skills (reading, writing, speaking and listening). Academic staff electronically record the assessment tasks and results. 2.2 Academic staff provide feedback to students for completed assessments throughout the study period using task evaluation criteria sheets. 2.3 All students are required to have a formal consultation with an academic staff member at the end of week 5 and week 10. During these consultations, academic staff inform students of their progress and discuss strategies for improvement. 2.4 Academic staff use the results of the student's ongoing assessments to make a recommendation for the following study period. The results are recorded on the student's course progression record or academic record which is recorded electronically by a senior academic staff member and/or Student Centre Coordinator.	Academic staff Senior academic staff member and/or Student Centre Coordinator	Start and mid points of the study period Weeks 5 and 10
Unsatisfactory course progress		

3.1 Academic staff must notify a senior academic staff member at any time during the ten-week study period if a student is identified at risk of failing to make satisfactory course progress where there is evidence from the student's assessment tasks, participation in tuition activities or other indicators of academic progress that the student is at risk of not meeting those requirements. 3.2 The Institution enacts its intervention strategy where a student is considered at risk. The senior academic staff member meets with the student and implements appropriate intervention strategies to improve learning outcomes and they may include counselling, additional assessment tasks or tutoring, a learning contract or an extension of tuition requiring a repetition of level. 3.3 Student Services issues a letter of caution outlining the agreed intervention strategies and states that if the student fails to achieve the required level of English after the second attempt at assessments for that level, then the Institution is obliged to report them to the Department of Home Affairs (DHA) for unsatisfactory course progress. All interventions are confirmed in writing and electronically recorded on the student's record. 3.4 The student is given fair and adequate time to show improvement in their course progress. Academic staff monitor the student closely and conduct follow-up assessments every five weeks (or earlier if needed). 3.5 If the student does not make adequate progress after receiving appropriate feedback and support throughout the second consecutive (10 week) study period, the senior academic staff member informs the Registrar accordingly. The Registrar issues an Intention to Report (ITR) letter for unsatisfactory course progress notifying them that the Institution intends to report them to DHA through PRISMS, which may result in the cancellation of their student visa. 3.6 Students who have their enrolment cancelled on this basis are ineligible to re-enter the Institution in same or another course for a period of two years.	Academic staff Senior academic staff member Student Services Registrar	During 10-week study period Within 10 days of confirmation of failing to maintain satisfactory progress.
Reporting and recording		
4.1 Decisions relating to international students who have failed to maintain satisfactory course progress are recorded on the student management system. 4.2 An international student's failure to maintain satisfactory progress is reported to DHA in PRISMs in accordance with the Suspension and Cancellation Procedures. 4.3 Records are retained for at least two years after a person has ceased to be an accepted student.	Registrar	Paragraph 4.2 – within 10 days
Complaints		
5.1 The student may submit a complaint if they disagree with a decision made by the Institution relating to their course progress as per the *Complaints and Appeals Procedures*.	Student	Within 20 working days

4. Roles and responsibilities

4.1 The Head of English Language and Foundation Programs is responsible for the ELICOS program, overseeing the process for identifying, notifying and assisting students at risk of failing to maintain satisfactory course progress, and ensuring that academic staff are aware of their responsibilities in accordance with

these procedures.

4.2 ELICOS academic staff are responsible for monitoring and assessing course progress, and identifying students at risk.

4.3 The Registrar is responsible for student cancellations and reporting via PRISMs.

4.4 Students are responsible for:

- maintaining satisfactory course progress, or complying with intervention strategies to improve course outcomes; and
- seeking support services at any time in the student lifecycle.

5. Compliance and monitoring

These procedures are written in accordance with Standard 8 of the National Code 2018.

6. Records management

Course progress is recorded in the student management system, any required reporting is performed in PRISMS and records saved for at least two years after a person has ceased to be an accepted student.

Approved by Academic Board on 11 October 2024