Captain Cook Institute Pty Ltd trading as
George Brown College Level 5, 191 Thomas Street, Haymarket NSW 2000
+612 9279 4949

ELICOS MONITORING STUDENT PROGRESS POLICY

Policy:

Students are required to undertake both formative and summative assessments throughout their courses. In a standard 10 week course, students will partake in weekly summative assessment to determine their course progression and specific English language ability. Students will be monitored based on the results of their tests weekly. Students identified as being below an acceptable level, will be involved in the College's intervention strategy. Students are required to sit a test to be able to meet the level to progress to the next level. Students can be promoted in advance of their expected advancement timeframe if their teacher recommends to the General Manager (GM) that the student is of higher level of ability than they are currently studying and if the student agrees to be promoted.

Procedure:

1. After each cycle the College identifies students who are 'at risk' of not making satisfactory course progress by reviewing test results. Students deemed to be 'at risk' will receive intervention contact by e-mail and phone call and given the opportunity to discuss Intervention Strategies to assist them in achieving satisfactory course progress within the study period.
2. Students are required to undertake weekly tests. Students who do not meet the level of study in any of the test attempt/s in a study period will be identified as not having made satisfactory course progress.
3. Non-completion of any test/s, whether by choice or absence, results in a zero mark.
4. Students identified as having not made satisfactory course progress at the end of the study period will receive a first warning caution letter for unsatisfactory course progress and are notified that the Intervention Strategy has been implemented and that an appointment with the Student Services Officer has been arranged for the opportunity to discuss support strategies to assist them in achieving satisfactory course progress.
5. Where a student is identified during a term as 'at risk' of not making satisfactory course progress in their second attempt at their course of the course curriculum, the student will receive a second warning caution letter and given the opportunity to discuss further Intervention Strategies with the General Manager at a scheduled appointment to assist them in achieving satisfactory course progress within the term.
6. At the end of the 2nd attempt to complete the course, students identified as having not made satisfactory progress by failing any of the test attempt/s will receive a written notice of intention to report letter notifying them of the College's intention to report the student to Department of Home Affairs (DHA), after giving them the right to appeal the decision.
7. Students are given the opportunity to appeal against the decision and they will have 20 working days to submit their appeal as per the Appeals Policy.

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8. If the appeal is successful, continuing intervention and support will be documented and provided in line with the Academic Corse progress Policy and Procedure and the student will be required to commit to respecting the conditions agreed and the matter will not be referred to DHA.
9. Where a student chooses not to access the appeals process within the 20-working day period, withdraws from the process or the outcome of the appeal is unsuccessful, following the completion of the process, the student will be reported to DHA via PRISMS for unsatisfactory academic performance.
10. Reporting a student for unsatisfactory course progress occurs only when the student has been identified as not making satisfactory course progress in two consecutive compulsory study periods, an intervention strategy was implemented after the student was assessed as not making satisfactory progress at the end of the first compulsory study period, after which the student was again assessed as not making satisfactory progress at the end of the second compulsory study period, and the student has not made a successful appeal against the decision.
11. All relevant documentation throughout this process is recorded in the student file electronically in SharePoint and in student RTOmanager profile.