



# **ENGLISH LANGUAGE PROGRAMS COURSE PROGRESS POLICY**

## **1. PURPOSE AND SCOPE**

- 1.1. English Language Programs Course Progress Policy will provide guidance to staff and students regarding The College's policy and procedures in relation to students at risk of failing to make satisfactory course progress. This is in accordance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.
- 1.2. Th Confirmation of Enrolment
  - 2.1.2. DHA - refers to the Australian Department of Home Affairs (Immigration).
  - 2.1.3. Education Coordinator - the Coordinator responsible for the course in which the student at risk is studying.
  - 2.1.4. EPOSAC – English Programs Online Self-Access Centre.
  - 2.1.5. Head of Programs - refers to the Head of Programs of the English could om



### **3. POLICY STATEMENT**

- 3.1. The College English Language Programs is committed to enabling and assisting students to ensure they are in a position to complete the course within the expected duration specified on the overseas student's CoE and to this end will systematically monitor students' course progress.
- 3.2. It will be proactive in identifying, notifying and advising students who are at risk of failing to meet the satisfactory course progress requirements. It will implement, within sustainable margins and in line with financial and operational provisions, intervention strategies to provide support to these



may be referred to the Welfare Officer and if needed, the Western Sydney University Counselling Service. Parents /guardians of students under 18 will also receive a copy of the progress report.

- 4.5. The Education Coordinator, together with the teacher, monitor student progress on the agreed strategies.
- 4.6. In relation to students who have been absent for five (5) days or more, an interview with the Head of Programs is arranged to assist students with an intervention strategy, as per the English Language Programs Attendance Policy.
- 4.7. At the end of mid-term exams in week five (5), students who have an overall mid-term exam fail are interviewed by the Education Coordinator. The Education Coordinator explains the requirements to progress through the course and develops an intervention strategy to assist the student in achieving satisfactory course progress.
- 4.8. Where a student fails an individual summative assessment task, the student at risk may be interviewed by the Education Coordinator if they are not meeting course requirements. The student may request a review of the assessment score, as per the English Language Programs Assessment Policy.
- 4.9. At the end of each course, students who have failed to meet course progress requirements will be requested to attend an interview with the relevant Education Coordinator. The student may request a review of final grades. The English Language Programs Review of Grade Policy will be activated.
- 4.10. Students who fail two consecutive courses are deemed at risk and are offered counselling, strategic intervention and support classes are given a written notice regarding their progress and are requested to meet with the Head of Programs to discuss reasons for their failure.
- 4.11. Intervention letters and copies of all documents in relation to the intervention strategies will be saved on the student's file.



#### **4.16. Appeal Against Reporting for Lack of Progress**

- 4.17. Students may appeal to the Director English Language Centre in writing within the 20 day timeframe on grounds defined as misadventure and extenuating circumstances under the English Language Programs Special Consideration Policy.
- 4.18. The Director English Language Centre may determine that there are no valid grounds on which to uphold an appeal and therefore, it will be dismissed and reporting to DHA will continue. The Director may determine to uphold the appeal, if there are clear and significant grounds to do so and reporting will not proceed.



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### STATUS AND DETAILS

<b>Status:</b>	Current		
<b>Version:</b>	1		
<b>Effective Date:</b>	24 July 2020		
<b>Review Date:</b>	24 July 2023		
<b>Approval Authority Policy:</b>	Western Sydney University Enterprises Board		
<b>Endorsed by:</b>	The English Language Committee		
<b>Unit Responsible:</b>	English Language Centre		
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<b>Available On:</b>	SharePoint		Website

### Summary of Changes from Previous Version

Nil