

# COURSE PROGRESS POLICY - ELICOS

**Policy Code:** CPP.E - 002

**Version:** 1.0

**Effective Date:** 2<sup>nd</sup> April 2018

---

The progress of every student is monitored closely and according to specific guidelines. In A.C.O.A.E. RTO's General English program, it is estimated that a student will study between 8 – 12 weeks before moving up a level. However, during this period it is expected that they will progress to stronger classes within the level. Whilst our academic system is set up for this progress pathway, it is not an automatic pathway and several procedures are in place to ensure students are placed in the level and class that is best for their learning, and to bring to the attention of teachers and management those students that are not progressing along.

## STUDENT ACADEMIC RECORD FORM

For A.C.O.A.E. RTO ELICOS program, a Student Academic Record (SAR) is kept for through Axcelerate each student. This to record important information relating to a student's previous and current class, test scores, attendance, future study plans, consultation record as well as summative comments from their teachers. It serves as the key tool in maintaining easily accessible current and past information on a student's academic needs, goals, performance and progress at A.C.O.A.E. RTO.

## INDIVIDUAL CONSULTATIONS

During the second week of every four-week term, students are given an individual consultation with their teacher. This consultation is recorded on in the SAR and teachers are guided by a consultation question sheet and must record on the 'Class Individual Consultation file', and any key points that are discussed during the consultation.

## PROGRESS TEST

In week four of term, all students undertake a progress test (a different test for each level) and this along with their classroom participation, attendance and any other comments from their teachers determines whether they can move up a class or level for the next term.

## MOVEMENT TO NEXT LEVEL (NEXT TERM CHOICES)

On completion of the Progress Test, students are given a 'movement form'. This is used to clarify what students are hoping or planning to study in the next term. Once completed the form is returned to Student Services, where it is filed for later reference in determining the next terms class configurations.

The Head Trainer will guide the facilitators of ELICOS on the procedures by which a student's academic performance, progress and goals are recorded and processed to best ensure they are placed in the most appropriate class/course for their academic goals to be achieved.

<b>Policy Author:</b>	ELICOS HEAD TRAINER
<b>Policy Owner:</b>	College Manager, Student Services, ELICOS Department
<b>Contact:</b>	College Manager, Student Services, ELICOS Department
<b>Approval Bodies:</b>	College Manager, Student Services, ELICOS Department
<b>Policy Status:</b>	Current
<b>Responsibilities for</b>	Compliance Manager, College Manager, Student services, ELICOS Department
<b>Implementation:</b>	Training Delivery Manager, ELICOS Department
<b>Key Stakeholders:</b>	College Manager, ELICOS Departments
	Student Services team
	International Students