



Monitoring Course Progress Policy & Procedures As at April 2010

Private and Confidential

Monitoring Course Progress Policy & Procedures

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1.0 Policy Statement

- 1.1. Performance English systematically monitors, records and assesses the course progress of each student for the course the student is enrolled in, in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007).
- 1.2 The academic progress of each student is monitored during a study period and results are reported at the end of each study period.
- 1.3 Performance English defines a study period as a 12 week semester, comprising 20 hours of study a week.
- 1.4 Students must demonstrate satisfactory academic performance in order to receive their certificate.
- 1.5 Unsatisfactory course progress is defined as not successfully completing or demonstrating competency in 50% or more of course assessments within the study period.
- 1.6 Where a student does not meet the course progress requirements within a study period they may be reported to the Secretary of DEEWR through PRISMS and this may result in the cancellation of the student visa.

2.0 Monitoring Course Progress Procedure

- 2.1 The monitoring of a student's course progress is based on the aggregate result of assessments within the defined study period.
- 2.2 The curriculum requires the students to complete a task at the end of each week. The task is to be graded qualitatively and quantitatively and the results are recorded weekly on the Student Progress Form by the teacher.
- 2.3 At the end of the study period (12 week semester), the students must complete a final assessment that addresses the specific criteria set out in the syllabus at the beginning of the semester. The result of this final assessment is also recorded on the Student Progress Form by the teacher.
- 2.4 The results of all the assessments are tallied and are calculated as a % for each student and recorded in the student database.
- 2.5 The students' assessments are returned to them with qualitative and quantitative feedback.

3.0 Intervention Procedure

- 3.1 In the event that a student is identified as not making satisfactory course progress, Performance English will activate its intervention strategy after the completion of the fourth week of the study period.
- 3.2 The teacher must report this unsatisfactory progress directly to the Academic Manager.
- 3.3 The Academic Manager sets up a meeting to counsel the student.
- 3.4 During this meeting the Academic Manager assists the student in determining a plan to remedy their progress.
- 3.5 Remedial strategies to achieve satisfactory course progress may include:
 - Attendance at an additional tutorial or study group
 - Attendance at sustained counselling sessions
 - Individual case management
 - Assistance with personal issues which may be impacting progress
 - Providing a mentor
 - Increased monitoring of the student
 - A combination of the above

4.0 Reporting and Appeals Procedure

- 4.1 Where a student is assessed as still not making satisfactory course progress after the completion of the sixth week of the study period, the Academic Manager will notify the student in writing of their intention to report the student.
- 4.2 In this letter, Performance English indicates that the student has 20 working days in which to access the organisation's complaints and appeals process, should they wish.
- 4.3 Where a student decides not to access the complaints and appeals process, or at the end of the complaints and appeals process the student is deemed to have failed to meet satisfactory course progress, the student will be reported to the Secretary of DEEWR via PRISMS.

5.0 Publication

- 5.1 This Course Progress Policy and Procedure is presented to the students by publication in the Student Orientation Manual and to staff by publication in the Policies and Procedures Manual.