

National Code Standard 11

ELICOS COURSE PROGRESS POLICY AND PROCEDURE

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Application

1. This policy applies to all students enrolled in the College's ELICOS courses.

Responsibility

2. The Director of Studies and the National Manager are responsible for implementation of this policy.

Definitions

3. **Study Period** for each course means 4 weeks.
4. **Satisfactory course progress** means the satisfactory completion of at least 50% of assessments set for one study period.
5. **At risk of unsatisfactory course progress** means where a student has failed to complete or has been deemed not yet competent in 50% or more of the units of competency undertaken in that study period.
6. **Unsatisfactory course progress** means where a student fails to satisfactorily complete 50% or more of assessments in two consecutive study periods.

Monitoring

7. Student progress is assessed at the end of each study period by the Director of Studies. The Director of Studies must meet with the class teacher and reviewing each student's Training Plan and Record of Achievement.
8. Any students identified as having failed 50% or more assessments in that study period must be reported in writing to the National Manager.
9. Any student who has been identified by the Director of Studies as failing 50% or more assessments in two consecutive study periods is also reported in writing to the National Manager.
10. The Director of Studies also reviews the progress of any students subject to an intervention strategy during this monitoring and notes their progress on the student file.

Initial Contact with Students

11. Students identified as being at risk of unsatisfactory course progress are contacted in writing by the College. The National Manager is responsible for issuing the Unsatisfactory Course Progress Warning Letter to students requesting that students make an appointment with the National Manager for an intervention strategy to be implemented. Refer Intervention Strategy Policy.
12. A copy of the letter issued to students is kept on the student's file.
13. The intervention strategy developed with the student (and other relevant trainer if appropriate) is noted by the National Manager in the Intervention Strategy Register and a note of the intervention is made on the student's file and a copy given to the student. The aim of the intervention strategies is to help students experiencing course progress difficulties. Full details are set out in the College's Intervention Strategy Policy but may include providing students with extra help in time management, providing a student mentor or extra time with the teacher.

14. The National Manager advises the Director of Studies and the Class Teacher of the agreed intervention strategy.
15. The student is monitored on the intervention strategy at the end of each study period by the Director of Studies.

Further Action

16. Where a student is identified as not making satisfactory course progress in a second consecutive study period, the National Manager will issue a second and final warning letter (Notice of intention to report for unsatisfactory course progress) notifying the student of the College's intention to report the student on PRISMS for unsatisfactory course progress. The notice advises the student that they have a 20 working day appeal period in which to lodge an appeal.
17. A copy of the letter issued to students is kept on the student's file.

Maintenance of Student Enrolment

18. The student's enrolment is maintained throughout any appeal process.

Reporting a Student

19. The College will not report any student until the full 20 working day appeal period has expired and the student has not lodged an appeal.
20. Where a student lodges an appeal, the College will not report the student until the appeals process is finished and only where the student has not been successful in their appeal/s.

Grounds for Internal Appeal

21. The College will not report a student for unsatisfactory course progress where the student lodges an appeal and demonstrates, during that appeal, that:
 - 21.1. the student's results were recorded incorrectly; or
 - 21.2. compassionate and compelling circumstances apply; or
 - 21.3. an intervention strategy or other policies were not implemented according to the College's documented policies.

Reporting to PRISMS

22. The National Manager is responsible for reporting students on PRISMS for failure to achieve satisfactory course progress. A copy of the cancellation is kept on the student's file.

Related Policies

- Intervention strategy policy
- Course duration policy
- Complaints and appeals policy
- Compassionate and compelling circumstances policy
- Assessment policy

Related Forms

- Appeals form