CRICOS: 02815M
Policy Number: MITP42
Policy Name: English Course Progress Recording, Monitoring and Reporting Policy
Relevant State / Federal Govt. Legislation:
- National Code 2007 – Standard 10
- ESOS Act 2000

Contact Officer: English Department Academic Manager
Student Services Coordinator

Date Approved: 1st June 2014
Date of Next Review: 1st June 2016
Related Policies:
- MITP41 – English Attendance Recording, Monitoring and Reporting Policy
- MITP07 – Complaints & Appeals Policy & Procedure

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1.0 PURPOSE

The purpose of this policy is to ensure that students studying at the Menzies Institute of Technology maintain satisfactory course progress throughout the duration of their studies at the Institute.

The Institute will adopt a proactive approach in monitoring students’ course progress and notifying and counseling students who are at risk of failing to meet the accepted course progress requirements. Students who persist in failing to meet course progress requirements, even after attempts by the Institute to notify and counsel them, shall be reported to DEEWR and DIAC in accordance with the ESOS Act 2000.

2.0 DEFINITIONS & KEY WORDS

2.1 “The Institute” refers to Menzies Institute of Technology.


2.3 “DEEWR” refers to the Department of Education, Employment and Workplace Relations.

2.4 “DIAC” refers to the Department of Immigration and Multicultural Affairs.

2.5 “ESOS” refers to the Education Services for Overseas Students Act 2000.

3.0 PROCEDURE

3.1 Acceptable Course Progress

The minimum acceptable course progress is deemed to be achieving an average of 50% (or more) in assessment results in any given level by participating regularly in class and demonstrating improved language skills.

3.2 Monitoring Course Progress

- Teachers will follow the curriculum and the assessments designed for each week.
- Generally, students are assessed at the end of a week. The students are assessed on material that was covered only during that week.
- Teachers will advise the English Department Academic Manager if a student receives an unsatisfactory course progress report.
3.3 Recording Course Progress

- At the end of each week, teachers record their student’s assessments results on the shared drive.

3.4 Informing Students on Course Progress

At week 5, students will receive a Course Progress Update, and at week 10, students will receive a Course Progress Report. Students will be able to see their weekly assessment results and be informed if they are not making satisfactory course progress (at week 10 only).

3.5 Intervention Strategy

Every 10 weeks, the English Department Academic Manager will check the assessment results to determine which students are maintaining satisfactory course progress and which students are failing to maintain or at risk of failing to maintain satisfactory course progress (as per criteria set out in 3.1).

**Students who have completed less than 2 weeks of study would not be contacted for risk of failing to maintain satisfactory course progress.**

Students who are then identified as failing to maintain or at risk of failing to maintain satisfactory course progress will be contacted and asked to attend a counseling session. Notes on the counseling session are recorded and kept in the students file. The counseling session may include discussion on the following issues:

- Reasons for unsatisfactory course progress
- Where appropriate, changing to a lower more suitable English level.
- Extra assistance from a teacher
- Mentoring from a senior student
- Conducting additional assessments for the student if he/she has missed them due to compassionate and/or compelling reasons.
- Advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DIAC and cancellation of his or her visa, depending on the outcome of any appeals process
- The intervention strategy is activated by the English Department Academic Manager after the counselling session with the student. The activation is done by the English Department Academic Manager issuing official notice in writing to the student detailing the steps to be taken and/or intervention strategies recommended so as to assist the student improve in his / her course progress to an acceptable level (as detailed in criteria 3.1)
If the student has completed less than 2 weeks of study, the intervention strategy is not activated and an opportunity is given for the student to improve and the progress is monitored in the next round.

3.6 Final Warning

If a student fails to meet satisfactory course progress for two consecutive study periods (whilst intervention strategies are implemented in the second study period), then he or she will be issued with a final warning letter, notifying him / her of the Institute’s intention to report the student to DIAC. The final warning letter will advise the student that he / she has 20 working days to appeal the decision to report him / her to DIAC through the Institute’s Complaints and Appeals Procedure (Ref MITP07 – Complaints & Appeals Policy & Procedure)

3.7 Reporting Poor Course Progress

Where a student having received a final warning letter from the Institute, has chosen not to access the complaints and appeals process within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, the registered provider must notify the Secretary of DEEWR through PRISMS of the student not achieving satisfactory course progress.

4.0 NEW LEVEL PROMOTIONS

4.1 End of Term Promotions – Week 10

Students require an average assessment grade of 50% or more in all skill areas to be promoted to the next level at Week 10.

4.2 Mid Term Promotions – Week 5

Students require an average assessment grade of 75% or more in all skill areas to be promoted to the next level at Week 5.

5.0 RESPONSIBILITIES

Assessment and recording assessment results for Course Progress is the responsibility of each teacher for the weekly units they are teaching.

- Maintaining records on Course Progress in the student database is the responsibility of the English teachers.
- Notifying students of their failure or risk of failure to meet satisfactory course
progress is the responsibility of the English Department Academic Manager/Student Services Coordinator.

- Counseling students on poor performance is conducted by the English Department Academic Manager/Student Services Coordinator.
- Issuing Final Warning letters is the responsibility of the Student Services coordinator/English Department Academic Manager with prior approval from the PEO.
- Reporting Students to the Secretary of DEEWR through PRISMS is the responsibility of the Administrative Officer.