



La Lingua

Language School

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Academic Progress Policy and Procedures Student Visa Holders

This document outlines policies and procedures for monitoring students' academic progress, ensuring that students have access to academic counselling and support where necessary, and the circumstances under which students will be considered in breach of their obligations as student visa holders and reported to DIBP for unsatisfactory academic progress.

This policy satisfies the requirements of Standard 8 of the National Code 2018.

Purpose

The purpose of this document is to assist students, teachers, and support staff to maintain awareness of student progress in all courses, and identify students who may be at risk of not satisfactorily completing a course as soon as possible. Increased awareness of this will aid in the implementation of early intervention strategies.

Academic Progress Monitoring

Progress is monitored through a variety of formal and informal assessment tasks. These tasks include:

1. Initial placement test
 - a. Off-shore students are assessed via a telephone oral test (approximately 5 minutes) to give a general idea of their level, in order to secure a place in the class. Students are then counselled appropriately as to the number of weeks they need to enrol to reach their desired level.
 - b. Upon arrival in Australia a face-to-face interview is arranged, at which time a grammar test is also given in order to more accurately place students.
 - c. On-shore students who attend a trial lesson are given an interview and a short (15 minutes) written grammar test for General English courses.
 - d. Students wishing to enrol in Realworld English for Teaching Children or TESOL, EAP, IELTS Preparation, FCE, and English for Business courses are given an interview and longer entry test (60 minutes), which involves reading comprehension and a short writing task.

2. Formative Assessment

- a. Assessment methods and frequency vary according to course. Students are advised of the assessment policy and procedures in their Course Notes, which are issued during Orientation, and throughout the course of their study by teachers and support staff.
 - b. Teachers are responsible for administering tests and recording marks on the Assessment Records template, which is reviewed by the Director of Studies.
 - c. Students are advised of their assessment result as soon as possible after their test or assignment date.
 - d. Assessment results are recorded on an Excel spreadsheet, which the Director of Studies reviews in order to track students' progress.
3. Progress report and meeting
- a. Students are advised of their progress and given recommendations for areas of improvement via a written progress report every four weeks. This report is completed by the teacher and discussed with the student as necessary.
 - b. Copies of progress reports are to be given to the Director of Studies and filed in students' records.
 - c. Issues arising from the report or the student feedback are reported by the student advisers and discussed with the teacher and student.
 - d. Every eight weeks, students are requested to attend a meeting with their student advisor to discuss their course progress.
4. Summative assessment
- a. Final assessment is based on an aggregate of formative assessments.
 - b. Students receive a grading of Satisfactory, Good or Excellent. The specific descriptors for these grades, for each course, are printed on the back of the student certificate. There is also an explanation of levels for each course printed below the grade descriptors.
 - c. Students who satisfactorily complete their course receive a Certificate of Completion, which indicates their course, level and final grade. Students holding a student visa also receive another certificate which summarises their enrolment dates, courses studied and overall attendance rate, expressed as a percentage.
 - d. Students with unsatisfactory attendance levels do not receive a certificate of completion, but may apply for a certificate of course attendance.

English level progress

Generally, students are advised to expect to spend 10-12 weeks in this level of English. At the end of this period of enrolment, the Director of Studies reviews students' grade and consults with their teacher/s to assess their eligibility for moving to the next course level. If the student's assessment results are acceptable, the student will be moved to the next level. If the student's assessment results are not acceptable, the Director of Studies and student advisor will discuss any issues with the student, and give advice for extra study strategies to improve performance. In some cases, students may be advised to repeat the level or course.

Students at risk of unsatisfactory progress – all courses

Teachers are responsible for following the assessment schedule for each course and recording marks on the Assessment Records sheet for each class. The Director of Studies reviews this sheet after each assessment task, and students' marks are entered into the monitoring system.

If a student's aggregate score falls below 60%, they will be issued a first warning letter and asked to meet with their student advisor and the Director of Studies to discuss their progress and reiterate the students' responsibilities for academic progress. If necessary, an Academic Intervention Learning Plan will be negotiated with the student, and implementation discussed with teachers.

If a student continues to receive low assessment marks or their aggregate score continues to fall, they will receive a second warning letter. This requires students to attend another meeting with their student advisor and the Director of Studies to review their Academic Intervention Learning Plan and discuss additional avenues of support. Students may be advised to repeat or extend their course, or transfer to a different course/level more suited to their capability.

Unsatisfactory progress

If a student fails to act according to the Academic Intervention Learning Plan and their progress remains unsatisfactory (below 50% aggregate score), we will send a letter informing the student of our Intention to Report to the Department of Home Affairs. The student will have 20 days from the date of the letter to appeal this decision using the Student Appeals form, and can provide other documentation to support this appeal.

Failure to appeal

If a student chooses not to appeal or the appeal is unsuccessful, the Principal Executive Officer will cancel the student's CoE through PRISMS, citing the reason as a failure to maintain satisfactory course progress. All relevant documentation and warning letters will be kept on file in the event that DIBP contacts the school.

Successful appeal

Students must maintain satisfactory course attendance throughout the appeal process. If the appeal is successful, the student will meet with the Director of Studies and student advisor to negotiate a new learning plan. Monitoring of course progress will continue.

Responsibilities

Teachers, students, and all support staff responsible for assessing and advising students must comply with these policies and procedures in order to satisfy the requirements and regulations of the ESOS Act.