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## **ELICOS Progress and Intervention Policy**

The 2018 ELICOS Standards state that summative assessment is “Assessment carried out during or at the end of a course of study (as appropriate) to determine and specify student achievement of course outcomes or learning goals.” Note it does not refer to Study Periods.

The National Code defines a Study Period as, “A discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the registered provider as long as that period does not exceed six months.”

Satisfactory or Unsatisfactory Progress is determined at the end of a Study Period, not necessarily at the end of a level of General English.

Because of the different nature of our various ELICOS Courses, the Progress Policy of each varies slightly.

Common factors are:

- A Study Period can be 10 or 20 weeks as outlined in the course requirements table
- There is a minimum number of levels, or modules/subject, or a % within a number of modules, which must be successfully completed within a SP, to be deemed to have progressed satisfactorily.
- We use an effective Intervention strategy which allows for early intervention by trainers at any point. We have a strong ethic of reporting students who do not progress satisfactorily, and always advise them in writing according to requirements. The progress of each student is monitored, recorded and assessed.
- The Eagle Academy assesses each student during or at the end of a course/ module/level and/or at the end point of each study period according to its individual course progress policy.
- The Eagle Academy assesses course progress at the end point of every study period for reporting requirements.
- The Eagle Academy has an intervention strategy that identifies and assists students who are at risk of not making satisfactory course progress in a non-confronting manner. This can occur at any time the trainer feels it is warranted by virtue of informative assessment, absence, work, or any relevant factor.
- Where The Eagle Academy has assessed the student as not meeting satisfactory course progress, The Eagle Academy informs the student in writing of its intention to report the student and that he or she is able to access the provider’s complaints and appeals process within 20 working days.
- The Eagle Academy notifies the Secretary of the Department of Education through PRISMS of the student not achieving satisfactory progress after the appeals process (if actioned) is finalised and upholds the provider’s decision to report.
- The Eagle Academy has a documented intervention strategy, is available to staff and students. The ELICOS intervention strategy will be activated where the student has failed to progress according to the course requirements, or more preferably, at any time a trainer perceives a risk of not progressing at a rate likely to see satisfactory progress.

## **Intensive General English (Elementary – Advanced)**

### **Satisfactory Progress**

General English has 5 levels. Each Level is presented over 10 weeks but can be repeated once (20 weeks).

We expect students to have successfully completed at least 1 level per SP.

Students are assessed on an ongoing basis using both formative and summative assessment methods.

**Satisfactory Progress** at the end of a 20-week study period is defined as:

- (i) successfully completing the requirements of at least one level of English in that SP in all four macro skills at 70% or more

**Satisfactory Progress** at the end of a 10-week study period is defined as either:

- (i) successful completion of at least one of the macro-skills at 70% or more, or
- (ii) a success rate above 50% in all four of the macroskills in the 10-week study period

**Satisfactory Progress** at the end of a partial study period of a different length is defined as:

- (i) an improvement consistent with expected progress with the length of time spent studying, allowing for normal range of individual differences.

For VISA reporting purposes, **Unsatisfactory Progress** is any one of the following,

- (i) the failure to gain Satisfactory Progress in any consecutive full Study periods.
- (ii) the failure to gain Satisfactory Progress in any Study period where the total length of course time studying was at least 10 weeks\*.

## **English for Academic Purposes (with IELTS prep)**

This is a two SP 40-week course, but students do have the option to enrol for shorter periods.

### **Satisfactory Progress**

There are 7 EAP subjects.

To satisfactorily complete a subject the trainer will use assessment tasks and workbook completion as a guide in determining if the student has achieved the objectives of the subject. An expectation of the attainment of 80% of competency indicators, or 80% outcomes in assessments will be used as a guide for trainers, but professional judgement may also be relied upon to make a valued decision about whether the student has indeed met the various criteria associated with the subject.

**Satisfactory Progress** at the end of a 20-week study period is defined as:

- (i) The student to be deemed competent in at least one subject, AND
- (ii) An improvement of at least half a band in IELTS skills practice test results in at least 2 of the 4 macro-skills.

**Satisfactory Progress** at the end of SP2,

- (i) The student to be deemed competent in at least 3 Modules, not including the subject from SP1, AND
- (ii) An improvement of at least half a band in IELTS skills practice test results in at least 2 of the 4 macro-skills from the start of the SP, and in 3 of the 4 from the start of the course.

**Satisfactory Progress** at the end of a partial study period of a different length is defined as:

- (i) an improvement consistent with expected progress with the length of time spent studying, allowing for normal range of individual differences.

For VISA reporting purposes, **Unsatisfactory Progress** can be either

- (i) the failure to achieve Satisfactory Progress in both SP, where a student has enrolled for the full course, OR
- (ii) the failure to achieve the requirements of Satisfactory Progress for SP1 where a student has enrolled for one SP.

### **IELTS Preparation Course**

This one SP, 20-week course is based on Cambridge IELTS Preparation material. Students may enrol for either 10 weeks or 20 weeks tuition but have the option to enrol for shorter periods.

Students are tested at 10 weeks and 20 weeks.

### **Satisfactory Progress**

**Satisfactory Progress** is deemed to be:

- (i) An improvement of at least half a band in IELTS skills practice test results in at least 3 of the 4 macro skills and the Overall score, from the start of the course, where completing the 20 weeks, OR.
- (ii) An improvement of at least half a band in IELTS skills practice test results in at least 2 of the 4 macro skills, from the start of the course, where completing a 10 weeks course.

**Satisfactory Progress** at the end of a partial study period of a different length is defined as:

- (i) an improvement consistent with expected progress with the length of time spent studying, allowing for normal range of individual differences.

For VISA reporting purposes, **Unsatisfactory Progress**

- (i) the failure to achieve Satisfactory Progress.

### **Intensive Spoken & Written English Beginner – Advanced** **(ISWE)**

ISWE has 5 Certificate levels. Certificate levels P, 1 and 2 are presented over 10 weeks each, and Certificate Levels 3 and 4 over 20 weeks each.

Students commencing at P, C1 or C2 may study for 10 weeks, 20 weeks or 40 weeks.

Students commencing at C3 or C4 may study for 20 weeks or 40 weeks.

**Satisfactory Progress** is deemed to be the completion of at least one certificate level in a SP. Within that one certificate level more than half of all subjects for the Certificate must be passed for the Certificate to be satisfactorily completed, for the purposes of this policy.

For VISA reporting purposes, **Unsatisfactory Progress** is any one of the following,

- (i) the failure to gain Satisfactory Progress in both Study periods (if studying for 40 weeks), or
- (ii) the failure to gain satisfactory progress in SP1 if commencing at P, or C1 or C2 level (if studying only 20 weeks), or
- (iii) the failure to gain any competences at all at P, or C1, or C2 level (if studying only 10 weeks).

## ELICOS Progress Intervention Meeting Form

**Student Name:** \_\_\_\_\_

**Course Title:** \_\_\_\_\_

**Study Period:** 1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup>

**Is this the second consecutive SP of unsatisfactory progress?** YES / NO

**SP Start Date:** \_\_\_\_\_ **SP End Date:** \_\_\_\_\_

<b>Trainer Reason for Intervention:</b> E.g. Not progressing at expected rate			
<b>Agreed Study Plan:</b> E.g. Student needs to attend 20 hour per week.			
<b>Student Comment:</b> E.g. I will commit to the study plan.			
<b>Further Action (MAN):</b>	No / Yes	<b>If Yes what type</b>	Course Transfer / Extend CoE
<b>Trainer Signature:</b>			<b>Date:</b>
<b>Student Signature:</b>			<b>Date:</b>
<b>Manager Signature:</b>			<b>Date:</b>