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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 (SP) is 20 weeks, except the third SP of GE which is 10 weeks.
- There is a minimum number of levels, or modules, 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 at the end of each level (10 weeks). Students may repeat a level once, however if they have not successfully completed that level at the end of the SP (20 weeks) they will be deemed Unsatisfactory. They may appeal on normal appeal grounds for the Academy and can request to be re-tested at the completion of the appeal period. If they are still unsatisfactory, they would be reported for Unsatisfactory Progress.

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.

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, 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 commensurate with the length of time spent studying in any partial SP.

* Refer to explanatory notes below for more information on determining satisfactory progress

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*.

**If a student is enrolled for a fraction of a SP, we are required by the ELICOS Standards and National Code to consider whether they have had fair opportunity to complete a level within that fraction of a SP. To expect the successful completion of an entire level within a fraction of a SP would be against the policy itself, so a decision on a case by case basis might be required to determine whether the student achieved a reasonable standard in any fraction of a SP. The trainer might well consider if in their opinion the student was at a point where they could reasonably state that the student was at a point that was consistent with expected progress at that point, allowing for a normal range of individual differences.*

To avoid doubt the following situations ought to be noted.

A student enrolling in a 10-week short course COE only would not have completed a 20-week SP, and so could not be deemed Unsatisfactory under this definition above. In this case Unsatisfactory would be determined by the trainer, by looking at the student's ability at the commencement of the course, and at exit. If little or no progress had been evident, it is reasonable to declare the student as displaying Unsatisfactory Progress.

A student enrolling in a 20 (study) week course COE would have completed a 20-week SP, and so could be deemed Unsatisfactory under this definition above, if they failed to progress one level in that first SP. If they passed the first level however at Week 10, but failed to pass the second level at week 20, they would be deemed Satisfactory, on the basis of meeting the SP1 requirement of advancing one level in a SP.

A student enrolling in a 30 (study) week course COE would have completed a 20-week SP, and so could be deemed Unsatisfactory under this definition above, if they failed to progress one level in that first SP. Because the 30 weeks is only half of a full second SP, it is reasonable to assume the student should have made significant progress towards advancing two levels (the trainer may decide that the student only just missed out on achieving a second level, and most likely would have achieved it with another 10 weeks study).

A student enrolling in a 40 (study) week course COE would have been formally assessed against progress requirements at both the 20 and the 40-week points, where they should have shown progress of 1 level during each SP, or 2 levels over the combined time.

A student enrolling in a 50 (study) week course COE would have been formally assessed against progress requirements at the 20, 40 and 50-week points, where they should have shown progress according to the outlined rules, of at least 2 levels.

See also Course Progress Sheets

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 modules.

To satisfactorily complete a module the trainer will use assessment tasks and workbook completion as a guide in determining if the student has achieved the objectives of the module. 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 module.

Satisfactory Progress at the end of SP1,

- (i) The student to be deemed competent in at least one Module, 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 module 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 commensurate with the length of time spent studying in any partial SP

* Refer to explanatory note below for more information on determining satisfactory progress

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.

**If a student is enrolled for a fraction of a SP, we are required by the ELICOS Standards and National Code to consider whether they have had fair opportunity to complete the required outcomes within that fraction of a SP. To expect the successful completion all required modules or IELTS bands within a fraction of a SP would be against the policy itself, so a decision on a case by case basis might be required to determine whether the student achieved a reasonable standard in any fraction of a SP. The trainer might well consider if in their opinion the student was at a point where they could reasonably state that the student was at a point that was consistent with expected progress at that point, allowing for a normal range of individual differences.*

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 commensurate with the length of time spent studying in any partial SP

* Refer to explanatory notes below for more information on determining satisfactory progress

For VISA reporting purposes, **Unsatisfactory Progress**

- (i) the failure to achieve Satisfactory Progress.

**If a student is enrolled for a fraction of a SP, we are required by the ELICOS Standards and National Code to consider whether they have had fair opportunity to complete the required improvement in macro skills within that fraction of a SP. To expect the successful completion of the required improvement in macro skills within a fraction of a SP would be against the policy itself, so a decision on a case by case basis might be required to determine whether the student achieved a reasonable standard in any fraction of a SP. The trainer might well consider if in their opinion the student was at a point where they could reasonably state that the student was at a point that was consistent with expected progress at that point, allowing for a normal range of individual differences.*

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 modules 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: 1st / 2nd / 3rd

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

SP Start Date: _____ **SP End Date:** _____

Trainer Reason for Intervention: E.g. Not progressing at expected rate			
Agreed Study Plan: E.g. Student needs to attend MLD, Tuit Day & study 5 hours at home per week.			
Student Comment: E.g. I will commit to the study plan.			
Further Action (MAN):	No / Yes	If Yes what type	Course Transfer / Extend CoE
Trainer Signature:			Date:
Student Signature:			Date:
Manager Signature:			Date: