

TAFE NSW ENGLISH CENTRES COURSE PROGRESS POLICIES AND PROCEDURES - INFORMATION FOR STUDENTS

National Code Standard 10 - Monitoring course progress

Registered providers systematically monitor students' course progress.

Registered providers are proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements.

Information for students (also in the Student Orientation Handbook)

Your college is required by the National Code of Practice to check your course progress to ensure that you are doing well with your studies. This is important for you because you are in Australia to study and achieve good results.

Assessments of course progress will take place at the end of each unit of ELICOS course:

- Certificate I in ESOL – at the end of every five weeks
- Certificate II in ESOL – at the end of every five weeks
- Certificate III in EFS – at the end of every five weeks
- Introduction in English for High School Preparation – at the end of every five weeks
- English Preparation for High School – at the end of every five weeks

Assessment tasks will cover all four macroskills – Reading, Writing, Speaking and Listening. At the end of every five weeks you will receive a progress report indicating the dates you studied, duration, level of course and your grade or level of achievement.

Your teacher will be assessing your language skills during class. You will make good progress with your English language studies if you use English as much as possible, participate regularly during classes and complete all your homework, course assignments, tests and activities.

Some of the activities which may be included as assessment tasks are:

- In class participation
- Homework tasks
- Formal and informal class tests
- Interview with a staff member
- Research assignments
- Completion of online language tasks
- Completion of CALL tasks
- Participation in group activities

If your teacher considers that you are not making satisfactory course progress, he or she will meet with you to talk about it, or refer you to a counselor. You may be given the opportunity to move to an easier class or to do extra activities to help you. Some of these may be:

- Developing a learning contract with your teacher or the counselor
- Having some individual sessions with a teacher
- Having extra tasks set by your class teacher to work on a particular area of weakness, e.g. computer
- assisted language learning, reading tasks, grammar exercises and trial tests.

The college will do everything it can to help you with your studies. However, if you still do not achieve satisfactory progress after being assisted by the college, we must report this to the Australian Government. You will receive a notice of intention to report which includes information on accessing an appeals process.

If you believe that you have been treated unfairly, you may make an appeal through the college's complaints and appeals process. Please refer to the Grievance Procedure in this Handbook. Appeals by students notified that they are to be reported for unsatisfactory progress are heard by a panel. This panel is composed on the same basis as the review committee formed to hear appeals under Student Discipline Policy.