

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

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 teachers (also in the Teacher Handbook, for Induction and Professional Development)

It is a requirement of the *National Code of Practice* that policies and procedures for checking course progress are in place and observed by all staff. Providers must systematically monitor the progress of student visa holders and have a documented intervention strategy for any student who is at risk of not completing course requirements. Students deemed to be making unsatisfactory course progress must be reported to the Department of Education through PRISMS.

Under the terms of the National Code 2007, course progress must be assessed 'at the end point of every study period'. For the TAFE NSW English Centres, study period is defined as the period of the CoE. For ELICOS, assessment will be regular and the assessment tasks and results recorded in class files. Progress monitoring will take place at the end of each five week session.

Students must be advised of the provider's course progress policies and procedures and the consequences of not meeting progress requirements. They must also be informed about how to access the complaints and appeals process in the event that they wish to appeal a decision by the provider.

Requirements for achieving satisfactory course progress

A student will be deemed to have achieved satisfactory course progress at the end of each five week session if he or she has participated regularly during classes, completed all scheduled course assignments, tests and activities and has demonstrated improved language skills. Every five weeks students will receive a progress report indicating dates, duration, level of course, and grades of achievement.

Responsibility for monitoring progress

The Director of Studies is responsible for monitoring course progress and ensuring the outcomes are recorded in student files. Teachers in consultation with the Director of Studies are responsible for assessing whether or not a student has demonstrated satisfactory course progress.

Monitoring course progress

An assessment of course progress will take place at the end of each module of ELICOS courses:

- 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 and will be approved prior to use by the Director of Studies/ Education Officers.

Assessment tasks may include:

- 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

Students must be made aware of their achievement levels and be given feedback or remedial work if they are experiencing difficulty with an activity.