

## ELT Course Progress Policy (International)

### POLICY PURPOSE

This policy sets out the principles and supporting practices that UTS College follows to ensure we meet Standard 8 of The National Code 2018; whereby UTS College must monitor students' academic progress, implement intervention strategies to assist students at risk of failing to meet course progress requirements and report International students who do not achieve satisfactory academic progress to the Department of Home Affairs.

### SCOPE

This policy applies to:

- All students on student visas, enrolled in UTS College ELT courses
- All staff involved in the management and reporting of UTS College students' academic progress.
- This policy **does not** apply to UTS College domestic students, offshore ELT students or students on other types of visas (e.g. a tourist or working holiday visa).

**DEFINITIONS** are set out at the end of this policy.

### POLICY PRINCIPLES

Principle	Responsible
<b>ELT COURSE PROGRESS IS MONITORED AND RECORDED</b>	
<ol style="list-style-type: none"> <li>1. UTS College assesses, monitors, and records students' progress throughout each study period and academic results on completion of each study period.</li> <li>2. UTS College monitors the progress of students to ensure at all times students are in a position to complete the course in the time as specified on their CoE.</li> <li>3. Students are expected to monitor their own progress throughout their studies</li> </ol>	Study Success Advisers / Teachers / Students
<b>APPROPRIATE INFORMATION WILL BE MADE AVAILABLE TO STUDENTS IDENTIFIED AS AT RISK OF NOT ACHIEVING SATISFACTORY ELT COURSE PROGRESS.</b>	

<ol style="list-style-type: none"> <li>1. Students who fail a level are deemed to be “at risk’ and are sent an ELT Course Progress Policy (International) reminder letter as soon as they are identified as being ‘at risk’ of not achieving satisfactory academic course progress.</li> <li>2. Students who fail the same level for a second time are sent an ELT Course Progress Policy (International) warning letter as they are deemed at ‘high risk’ of not achieving satisfactory academic progress.</li> </ol>	<p>Compliance and Reporting Officer</p>
<p><b>Principle</b></p>	<p><b>Responsible</b></p>
<p><b>LEARNING AND OTHER SUPPORT WILL BE MADE AVAILABLE TO STUDENTS AT RISK OF NOT ACHIEVING SATISFACTORY ELT COURSE PROGRESS.</b></p>	
<ol style="list-style-type: none"> <li>1. Intervention strategies are implemented once a student is identified as being ‘at risk’ of not achieving satisfactory academic progress and are tailored to meet each student’s individual needs.</li> <li>2. Early identification of students at risk occurs in the first five weeks of each study period.</li> <li>3. Teachers and Study Success Advisers work with at risk students to implement appropriate intervention strategies</li> <li>4. Students who are identified as being ‘at high risk’ will also be placed on an Academic Success Program for the following study period and will be required to meet the conditions as set out in the Academic Success Agreement to improve their academic performance.</li> </ol>	<p>Study Success Advisers / Teachers / Students</p>
<p><b>COMPLIANCE</b></p>	
<p><b>REPORTING TO THE DEPARTMENT OF HOME AFFAIRS</b></p>	
<ol style="list-style-type: none"> <li>1. Students who are identified as having unsatisfactory academic progress will be issued with an Intention to Report Letter outlining that they have 20 working days to access UTS College’s Student Complaints and Appeals policy.</li> <li>2. Student enrolment will be maintained during the appeals process.</li> </ol>	<p>Compliance and Reporting officer</p>

## DEFINITIONS

<p>Academic Success Agreement</p>	<p>An Academic Success Agreement is made between an ‘at high risk’ student and their Study Success Adviser and details specific performance improvement conditions and initiatives which a student must meet. See “At High Risk”.</p>
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Academic Success Program	An Academic Success Program is an agreed plan of intervention strategies put in place by a Study Success Adviser to help improve an 'at high risk' student's academic performance.
'At Risk'	Students who fail a level are deemed to be at risk of not meeting UTS College ELT course progression requirements.
'At High Risk'	Students who fail the same level for a second time are deemed to be at high risk of not meeting UTS College ELT course progression requirements.
Confirmation of enrolment (CoE)	A document we provide electronically to intending overseas students that must accompany their application for a student visa. In this policy the CoE confirms the overseas student's eligibility to enrol in an ELT course at UTS College.
Course	The term "course" is used throughout this document to refer to UTS College English Language Teaching program.
Domestic Students	Students who are Australian Citizens, Australian Permanent Residents, New Zealand Citizens or persons who are entitled to stay in Australia, or to enter and stay in Australia, without limitation as to time.
ELT	English Language Teaching program
ESOS	The Education Services for Overseas Students Act 2000 (ESOS Act)
ESOS Framework	The Education Services for Overseas Students Act 2000 (ESOS Act) and associated legislative instruments form the 'ESOS Framework'.
Intention to Report (ITR)	In the context of this policy the notice of UTS College's Intention to Report an international student to the Department of Home Affairs for not achieving satisfactory academic progress, which is in breach of student visa conditions.
Intervention Strategy	The process of identifying and supporting students who, because of poor performance, are identified as being at risk of failing to make satisfactory academic progress.
Level	A course of study in ELT offered at particular language levels
Medical Certificate	A certificate issued by a registered medical provider such as hospitals, doctors, dentists (Emergency appointments only), psychiatrists and psychologists. UTS College does not accept certificates from alternative medical practitioners such as herbal practitioners, acupuncturists, Chinese therapists, massage therapists, iridologists, psychics etc. The medical certificate must be original and must state the provider number. Medical certificates bought online are not acceptable.

National Code	National Code of Practice for Providers of Education and Training to Overseas Students 2018, a legislative instrument under the ESOS Act.
Offshore students	In this policy this refers to students enrolled in ELT programs offered by UTS College or others at its Trans National Education (TNE) Centres
Program	See “Course”.
Satisfactory Academic Progress / Satisfactory Course Progress	Satisfactory advancement within a course towards its completion, as demonstrated by satisfactory participation in and completion of formal assessment components scheduled throughout the course.
Student	In this policy student refers to overseas students on a current student visa who are enrolled in UTS College ELT programs
Study Period	One term in an ELT course. <ul style="list-style-type: none"> <li>• 10 teaching weeks.</li> </ul>
Study Success Adviser	Study Success Advisers are responsible for liaising with teaching staff to identify students at risk, offering learning and other relevant support to students.
Teacher	Includes any ELT class teacher or ELT program coordinator
Unsatisfactory Academic Progress / Unsatisfactory Course Progress	Unsatisfactory academic progress is defined by: Failing the same level more than twice
UTS College	UTS College Limited and its controlled entities.

## SUPPORTING DOCUMENTS

### Education Services for Overseas Students Act 2000 (ESOS Act)

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- ELT Course Progress Procedure (International)
- Education Access and Inclusion Policy
- Student Complaints and Appeals Policy
- Student Complaints and Appeals Procedure
- ELT Course Progress Policy (International) Reminder letter
- ELT Course Progress Policy (International) Warning Letter
- Intention to Report (ITR) letter

**ADMIN USE ONLY**

APPROVAL		
Position title:	<b>Chair of the Academic Board</b>	Date: <b>29.09.2022</b>
Policy Title	ELT Course Progress Policy (International)	
Executive	Dean of Studies	
Manager	Associate Dean of Studies	
Policy ID	PO/EDUC/01/22	
Effective Date	29.09.2022	
<b>Approved by</b>	<b>Academic Board</b>	<b>Date: 29.9.2022</b>

**VERSION HISTORY**

No.	Author	Description of change/purpose	Date
1.0		June 2022	