

## ELT Course Progress Policy (International)

### POLICY PURPOSE

This policy sets out the principles and supporting practices that UTS Insearch follows to ensure we meet the Standard 8 of The National Code 2018; whereby UTS Insearch 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 Insearch ELT courses

All staff involved in the management and reporting of UTS Insearch students' academic progress.

This policy **does not** apply to UTS Insearch 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 Insearch assesses, monitors, and records students' progress throughout each study period and academic results on completion of each study period.</li> <li>2. UTS Insearch 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>	<p>Academic Advisers, Teachers, Students</p>

Principle	Responsible
<p><b>Appropriate information will be made available to students identified as at risk of not achieving satisfactory ELT course progress.</b></p>	
<ol style="list-style-type: none"> <li>1. Students are sent an ELT Course Progress Policy (International) reminder letter as soon as it is identified that they are 'at risk' of not achieving satisfactory academic course progress.</li> <li>2. Students are sent an ELT Course Progress Policy (International) warning letter when they are deemed at 'high risk' of not achieving satisfactory academic progress.</li> </ol>	<p>Academic Advisers</p>
Principle	Responsible
<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 during or at the end of the first study period for each ELT student.</li> <li>3. Teachers and academic advisers work with at risk students to implement appropriate intervention strategies</li> <li>4. Students who are identified as being 'at risk' will also be placed on an <b>Academic Success Program</b> for the following study period and will be required to meet the conditions as set out in the <b>Academic Success Agreement</b> to improve their academic performance.</li> </ol>	<p>Academic Advisers, Teachers, Students</p>

COMPLIANCE	
<b>REPORTING TO THE DEPARTMENT OF HOME AFFAIRS</b> <ol style="list-style-type: none"> <li>Students who are identified as having unsatisfactory academic progress will be issued with an <b>Intention to Report Letter</b> outlining that they have 20 working days to access UTS Insearch's <a href="#">Student Complaints and Appeals policy</a>.</li> <li>Student enrolment will be maintained during the appeals process.</li> </ol>	Academic Advisers, SSCR team

## DEFINITIONS

Academic Success Agreement	An Academic Success Agreement is made between an 'at risk' student and their Academic Adviser and details specific performance improvement conditions and initiatives which a student must meet. See "At Risk".
Academic Success Program	An Academic Success Program is an agreed plan of intervention strategies put in place by an Academic Advisor to help improve an 'at risk' student's academic performance.
Academic Adviser	Academic Advisers are responsible for liaising with teaching staff to identify students at risk, offering learning and other relevant support to students, recording student sanctions and managing appeal process.
'At Risk'	Students who fail a level are deemed to be at risk of not meeting UTS Insearch ELT course progression requirements.
'At High Risk'	Students who fail the same level twice are deemed to be at high risk of not meeting UTS Insearch ELT course progression requirements.
Course	The term "course" is used throughout this document to refer to UTS Insearch English Language Teaching program.
DET	Australian Government Department of Education and Training.
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

CoE	Electronic Confirmation of Enrolment (CoE) - A document provided electronically, which is issued by UTS Insearch to intending international students and which must accompany their application for a student visa. It confirms the international student's eligibility to enrol in a particular 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 Insearch'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 Insearch 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.
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.
SSCR	Student Sponsorship, Compliance and Reporting
Student	In this policy student refers to overseas students on a current student visa who are enrolled in UTS Insearch academic programs
Study Period	One term in an ELT course. 5 teaching weeks.

Teacher	Includes any ELT class teacher or ELT level leader
Unsatisfactory Academic Progress / Unsatisfactory Course Progress	Unsatisfactory academic progress is defined by: <ul style="list-style-type: none"> <li>Failing the same level more than twice</li> </ul>
UTS Insearch	Insearch Ltd.

## 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	
Signature:	
Position title:	<b>Managing Director</b> Date:
Policy Title	ELT Course Progress Policy (international)
Senior Leader	Dean of Education
Manager	Associate Dean of Education
Policy ID	PO/EDUC/08/18
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<b>Endorsed by</b>	<b>SLT</b> <b>Date 27 November 2018</b>