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English Path

Course Progress and Completion Policy

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Introduction

The Course Progress and Completion Policy at Green Academy Pty Ltd trading as English Path Australia herein after known as English Path ensures that students in CRICOS-registered ELICOS courses are supported in meeting academic requirements. It outlines procedures for monitoring progress, identifying at risk students, providing interventions, and ensuring compliance with the National Code 2018 to help students complete their studies successfully.

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1. Purpose

This policy outlines the procedures for monitoring and supporting student course progress in CRICOS-registered ELICOS courses at English Path Brisbane. It ensures compliance with Standard 8 of the National Code 2018, supporting students to successfully complete their studies within the expected duration of their Confirmation of Enrolment (CoE), and identifying students at risk of not meeting course requirements.

2. Definitions

Course Progress: The measure of a student's academic performance over time, based on assessment results and participation in course requirements.

Satisfactory Progress: Demonstrated by regular attendance, completion of tasks, and achievement of learning outcomes over the course duration.

At Risk Student: A student whose assessment results, class performance, or attendance indicate they may not meet course requirements.

Academic Intervention: A support strategy that may include individualised tutorials, study plans, additional resources, or counselling referrals to assist a student in meeting course expectations.

Study Period: A study period is defined as 10 weeks, at the end of which English Path formally assesses each student's overall course progress.

3. Responsibility

Director of Studies (DoS)

- Oversees the course progress monitoring process
- Ensures students at risk are supported through academic interventions
- Ensures reporting via PRISMS if required under ESOS legislation

Director of Studies.

- Conducts tutorials and initiates academic intervention meetings
- Tracks assessment outcomes and refers at risk students for support

Teachers

- Monitor student progress and participation
- Complete Student Progress Records and contribute to intervention strategies



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4. Scope

This policy applies to:

- All overseas students enrolled in ELICOS courses at English Path
- All academic staff involved in teaching, monitoring, and reporting progress
- All academic modes (face-to-face, online, and blended delivery)

5. Policy

English Path ensures that:

- All students are assessed regularly using valid and reliable methods
- Course progress is monitored systematically through assessment results, class participation, and tutorial feedback
- Students who are not meeting progress requirements are identified early and provided with appropriate academic support
- Records of academic progress and interventions are maintained in accordance with ESOS and National Code obligations
- Students are reported via PRISMS only after all support options and appeals have been exhausted

6. Procedure

6.1 Assessment and Progress Tracking

As outlined in the Assessment SOP:

- Weekly unit tests and four-weekly skills tests (Reading, Writing, Listening, Speaking) are conducted
- Teachers complete the Student Progress Record Sheet after each test
- Teachers identify students with weak results or poor participation for further support via tutorials and additional homework
- Students receive feedback during scheduled tutorials (Week 5 and Week 9 of each cycle)

6.2 Tutorials and Early Support

- Tutorials involve self-reflection, teacher guidance, and development of personalised learning strategies
- Common issues are discussed in groups; individual goals are recorded and monitored
- Tutorial sheets are signed by students and uploaded to CLASS by the end of the tutorial day



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6.3 Identifying Students At Risk

A student is identified as “at risk” if they:

- Fail two consecutive skills tests
- Show low engagement or academic performance
- Express concerns during tutorials or in class
- Are flagged by their teacher for weak language skills or test results

An Academic Intervention Form is completed and signed by the student and teacher/manager

6.4 Academic Intervention

Interventions may include:

- Extra tutorials or academic support
- Attendance at Homework Club or Study Group
- Adjustment to level or timetable (if appropriate)
- Referral to Student Counsellor
- Creation of a personalised study plan with goals and deadlines

Progress is reviewed during follow-up meetings, and outcomes are recorded (improvement, no improvement, withdrawal, risk of cancellation)

6.5 Unsatisfactory Course Progress and Reporting

If a student’s progress remains unsatisfactory after the final intervention:

- A written notice of Intention to Report is issued
- The student is informed of their right to appeal internally and externally
- Reporting via PRISMS is only undertaken if the student:
 - Fails to improve
 - Does not engage with the support strategy
 - Has exhausted all appeal options
- The student is given 20 working days to access English Path’s internal complaints and appeals process before any reporting action is taken
- If the student chooses not to access the complaints and appeals processes within the 20-working day period, withdraws from the process, or the process is completed and results in a decision supporting English Path, the provider will notify the Department of Education through PRISMS within 31 days of the student's breach of course progress requirements.



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7. References

[National Code of Practice 2018](#) – Standard 8: Overseas student visa requirements

[Education Services for Overseas Students \(ESOS\) Act 2000](#)

English Path SOP – Testing and Assessment Procedure v3

English Path SOP – Tutorials v2

English Path Academic Intervention Form

English Path SOP – Placement Procedure v2

8. Forms

Student Progress Record Sheet

Tutorial Self-Assessment Sheet

Academic Intervention Form

Appeals Form