

AEP Course Progress Policy

Course Assessment and Progress

Academic English Preparation (AEP) 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 every five weeks.

Assessment tasks will cover all four macroskills - listening, reading, writing and speaking.

Your teacher will also 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 of 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
- Interviews with a staff member
- Research assignments and assessment tasks
- Completion of online language tasks
- Completion of Computer Assisted Language Learning (CALL) tasks
- Participation in group activities
- Participation during Uni-Friday
- Formal and informal presentations

AEP Student at Risk (SAR) Programme - Academic Progress

DHA requires you to achieve a satisfactory academic result for each term. If you are not achieving satisfactory progress in your academic results, your student visa will be cancelled. The *Student at Risk Programme - Academic Progress* consists of 3 steps which are summarised in the following statement:

Stage 1 – Student at Risk (Academic Progress).

If a student receives 3 or more D's and /or E's on their report, or has not made any language level progress, the student is considered to be Stage 1- Student at Risk – Academic Progress. The student is interviewed and counselled by the Programme Manager, and the student's parents or guardian are contacted by telephone.

Teachers will speak to the student about their progress. Students may be given extra activities to help them. Some of these may be:

- Developing a learning contract.
- Undertaking individual tuition (there is an extra cost for this).
- Having extra tasks set by your class teacher to work on particular areas of weakness, e.g., computer assisted language learning, reading tasks, grammar exercises or trial tests.
- Having a student mentor appointed to help you during classes.

Stage 2 – Student at Risk (Academic Progress).

If the student's progress does not improve by the next report, the student is again referred to the Programme Manager, counselled and issued with a *Stage 2 – Student at Risk* Report Card. The student is referred to the Assistant Director of Studies. Parents/guardians are contacted by telephone and informed of the seriousness of the situation. It is explained that if this continues, the student may be reported to DHA for poor progress. Teachers initiate intervention strategies and record on the *Stage 2 - Student at Risk* Report Card.

Stage 3 – Student at Risk (Academic Progress).

If the student still does not achieve satisfactory progress by the end of the next report, the Director of Studies will advise the student in writing of his intention to report the student for the breach of visa condition 8202, and that the student has 20 working days in which to avail him/herself of the College's internal complaints and appeals process.

If you believe that you have been treated unfairly, you may make an appeal through the College's complaint and appeals process.

Policy Version Details

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Document History

Commencing Date	Summary of Changes	Next Review Date
31 August 2018	v1.0 Initial approval (codification of college rules to policy)	December 2022