



## Pollard English Academic Progress Policy & Procedure

<b>Regulation &amp; Standards</b>	National Code 2018 Standard 8
<b>Policy</b>	<p>All students are monitored by the respective teachers and the Director of Studies to ensure that they are progressing through the program levels to complete their course within the expected duration as specified on their Confirmation of Enrolment (CoE).</p> <p>This policy is made available to staff and students at induction/orientation, by publishing it on the website and including it in the staff and student handbook.</p> <p>To ensure that students' progress can be monitored accurately, records of all tests are recorded on the Student's Progress Report and placed in the student's folder in the student management system. Teachers inform the Director of Studies in weeks 3 to 5 of a 10-week cycle, when a student's academic performance is at risk of becoming unsatisfactory. The teacher is required to provide supporting evidence i.e. test records, written reports, examples of tasks etc. to demonstrate that the student is at risk.</p> <p>Pollard English is required to undertake an intervention strategy to ameliorate the concern. Students identified for the first time as at-risk will be sent the first warning letter, cautioning them about possible consequences of poor academic performance. A record of the letter, all counselling sessions and the specific support provided will be recorded in the student's folder.</p> <p>The student will be advised that unsatisfactory course progress in two consecutive cycles could lead to the student being reported to the relevant government authority and cancellation of the visa depending on the outcome of an appeals process.</p> <p>While enrolled in the course, both formative and summative assessments are completed as per the study schedule.</p>





<b>Procedure</b>	<b>Learning Agreement</b>
	<p>The Academic Progress Policy and Procedure is clearly explained to students during orientation and during their enrolment.</p> <p>Based on the academic performance in the weekly formatives of each student, the teacher will recommend activities to improve the reading, writing, speaking and listening skills of the students who have been identified of not meeting academic progress requirement. A Learning Agreement will be signed by both the student(s) and the teacher, detailing the recommended list of activities as well as the self-study the student will need to do to improve performance. The Learning Agreement is signed by both the student and the teacher. Students are notified of their At-risk status just before or at the mid-point of their course.</p> <p><b>1st Warning (Verbal)</b></p> <p>Teacher will assist the student to review the progress every week. If a student has a Learning Agreement and is not progressing after completing the additional tasks and activities, the student will meet with the DOS and be given an At-risk stage 1 verbal warning/caution.</p> <p><b>2nd Warning (Final)</b></p> <p>If the student has a Learning Agreement but are not making any progress, the Student's At-risk level will increase to At-risk stage 2. The DOS will meet with the student again to explain the Academic Progress policy and a Final Warning will be sent to the student via email.</p> <p><b>Intention to report (ITR)</b></p> <p>If the student is At-risk Stage 2 and has a Learning Agreement but is not making satisfactory academic progress, the student's At-risk level will increase to At-risk level 3. The DOS will meet with the student and an ITR will be emailed to the student for a meeting. The student may bring a support person to the meeting. The student will have 20 working days to appeal against the decision of Intention to Report (ITR).</p> <p><b>Internal Appeal</b></p>





	<p>Student is provided with the opportunity to appeal the decision through the internal appeal process of Pollard English as outlined in Pollard English Student Handbook.</p> <p><b>Internal Appeal Unsuccessful</b></p> <p>If the internal appeal is unsuccessful, student may access the external appeals process by contacting the office of the Commonwealth Ombudsman Commonwealth Ombudsman (or any other authority), Pollard English will wait for the outcome of this external appeal before taking any action. If student does not wish to seek external appeal, the COE of the student will be cancelled within 5 working days from date of decision.</p> <p><b>Appeal successful</b></p> <p>If the internal appeal is successful, Pollard English will keep the enrolment of the student and the relevant progress monitoring continues and further support will be provided to the student.</p> <p><b>External Appeal</b></p> <p>If the internal appeal is unsuccessful, student may access the external appeals process by contacting the office of the Commonwealth Ombudsman (or any other authority). Pollard English will cooperate with external appeal body in the decision-making process. Pollard English will wait for the outcome of this external appeal before taking any further action. If Commonwealth Ombudsman affirms the decision of Pollard English, the COE of the student will be cancelled within 5 working days from receipt of the decision by the external appeal authority.</p> <p><b>Appeal successful</b></p> <p>If the external appeal is successful by Commonwealth Ombudsman, Pollard English will keep the enrolment of the student and the relevant progress monitoring continues and further support will be provided to the student.</p>
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