These Procedures support the *Academic Progression Policy*

Procedure Owner: Director of Studies

Keywords: Academic Status, Progression, Graduation

1.   **INTENT**

    1.1   These Procedures outline Edith Cowan College's processes for the determination of Student Progression through ELICOS Courses.

    1.2   This Policy is designed to ensure that ECC ELICOS are managed in accordance with the requirements of the *ESOS Act 2000* and the *ELICOS National Standards 2018*.

2.   **ORGANISATIONAL SCOPE**

    2.1   This policy applies to all Enrolled ELICOS Students and ELICOS Staff.

3.   **DEFINITIONS:**

    3.1   The *Glossary of Policy Terms* applies to these Procedures.

4.   **PROCEDURES CONTENT:**

    Time Requirements for Completion

    4.1   Students must complete their ELICOS Course within the period that is two times the College's standard full-time duration of the Course, plus two years, calculated from the date the Student's first Module in the Course commences.

    4.2   During an ELICOS Course, the Progress of each Student is monitored and analysed and strategies are implemented to support Students who may be at risk.

4.3   The Director of Studies may approve an application for a Student to take longer than the prescribed time to complete the Course on the basis of:

    a)   Compassionate or Compelling Circumstances beyond the Student's control; and/or

    b)   as part of documented Intervention Strategy.

Use of Recognised English Tests

4.4   Language Level assessment and class placement of Students in ELICOS classes is based on a recognized entrance test such as the Pearson Test of English, IELTS or TOEFL:

IELTS Entry and Exit Points for ELICOS Courses								
Levels	GE0	GE1	GE2	AE1	AE2	AE3	AE4	AE5	AE6
ECC and ECU Entry						ECC Diploma	ECU Under-grad or ECC PQP	ECU Post-Grad	ECU Higher Levels
IELTS entry for each Level	2.5	3.0	3.5	4.0	4.5	5.0	5.5	6.0	6.5
IELTS exit for each Level	3.0	3.5	4.0	4.5	5.0	5.5	6.0	6.5	7.0

Determination of Progress

4.5   At the end of each ELICOS Study Period, the ELICOS Board of Examiners will determine:

    a)   whether a Student has achieved enough in their Course to move to a higher level;

    b)   the Student's eligibility to Graduate; and

    b)   the Student's ELICOS Progression Status.

4.6   The Academic Progression Statuses for ELICOS Students are as follows:

ELICOS Courses	
Progression Status	**Basis for Progression Status**
Good Standing	Student has achieved enough in their ELICOS Course to move to a higher Level or complete the Course successfully.
ELICOS Risk	Failing ELICOS Corse for the first time.
Risk Exclusion	Failing ELICOS Course for the second time.
Exclusion	Failing ELICOS Course for the third time. Exclusion

4.7   The conditions for Progression within ELICOS and from ELICOS to higher Courses are as follows:

ELICOS		
Type of Progression	**Conditions for Progression**	**Time of Progression**
From GE to AE	Student achieves 65% required pass mark in GE class and satisfactory attendance.	At the end of a 5 or 10-week Course
From one AE Level to a higher AE Level	Student achieves 65% required pass mark in AE class and satisfactory attendance.	At the end of a 5 or 10-week Course
From AE to ECC Pathway	Student achieves 65% required pass mark in AE3.	At the commencement of ECC trimester
From AE to ECU Undergraduate or Postgraduate Courses	Student achieves 65% pass mark in AE4 (undergraduate) or AE5 (postgraduate).	Prior to commencement of ECU semester 1 or 2
From AE to ECC PQP Course Stage 2	Student achieves 65% required pass mark in AE4 and satisfactory attendance.	At the commencement of ECC trimester

4.8   Progression Status does not transfer with the Student if they progress from ELICOS to a higher-level Course (e.g., Diploma).

Amber Status – Risk ELICOS: Suggested Success Planning

4.9   If a Student has an **Amber Status**, Student and Academic Services will notify the Student in writing, following the release of results, informing them of their ELICOS Progression Status.

4.10   The Director of Studies (or Nominee) will ask the Student to meet in order to:

   a)   review the Student's record and level of participation and engagement in ELICOS studies;

   b)   discuss reasons for the Student reaching **Amber Status**;

   c)   review the *Student Success Plan* created by their ELICOS teacher to clarify actions to be taken, which are agreed to by the Student; and

   d)   outline the implications of not achieving satisfactory Progress and/or subsequently failing.

Red Status – Risk Exclusion: Mandatory Success Planning

4.11   If a Student has a **Red Status**, Student and Academic Services will notify the Student in writing, following the release of results, informing them of their ELICOS Progression Status.

4.12   The Director of Studies (or Nominee) will require a meeting with the Student in order to:

   e)   review the Student's record and level of participation and engagement in ELICOS studies;

   f)   discuss reasons for the Student reaching a **Red Status**;

g)   review the *Student Success Plan* created by their ELICOS teacher to clarify actions to be taken, which are agreed to by the Student; and

h)   outline the implications of not achieving satisfactory Progress and/or subsequently failing.

4.13   Appropriate actions for a *Student Success Plan* (**Red Status**) include:

a)   adhering to conditions on Enrolment;

b)   meeting with the Director of Studies (or Nominee);

c)   improving satisfactory participation and engagement; and

d)   accessing other relevant support services.

Purple Status - Exclusion

4.14   If a Student is given **Purple Status**, Student and Academic Services will notify the Student in writing, following the release of results, informing them of their Progression Status, and alerting the Student to the *Enrolment Policy*.

4.15   An ELICOS Student who meets the criteria for 'Exclusion' Progression status will be identified for reporting to Immigration for poor Progress. The Student will be sent a *Notice of Intention to Exclude*. The Student will be instructed to access ECC's review process (Formal Review and Student Appeal) within thirty (30) Calendar Days.

4.16   If following a *Notice of Intention to Exclude*, the Student has not requested a Formal Review within the timeframe outlined in Clause 4.15, or if the decision to Exclude is not overturned in a Formal Review or Student Appeal, the Student will be Excluded from the ELICOS Course and reported to the Department of Home Affairs via PRISMS.

4.17   Students who demonstrate that their poor academic Progress was due to Compassionate or Compelling Circumstances may be reprieved from Exclusion.

Eligibility to Graduate

4.18   Students who have been determined by the Board of Examiners to have successfully completed their ELICOS Course will receive an ELICOS Achievement Certificate and a Transcript of Results.

Formal Review of ELICOS Progression Status

4.19   A Student who has reason to believe that their ELICOS Progression Status does not reflect their Progression in their Course, may ask for a Formal Review of their ELICOS Progress Status determination on any one or more of the following grounds:

a)   the College has not adhered to its relevant Policies and Procedures;

b)   there has been a clear error by the College which has adversely affected the Student's Progression Status; or

c)   the Student has experienced unexpected and exceptional personal or medical circumstances beyond the Student's control, provided that the Student can demonstrate with evidence that such circumstances;

i.   have had a substantially negative affect on their ability to participate during the relevant ELICOS Course;

    i.   such circumstances were not reasonably foreseeable before the relevant ELICOS Course began; and/or

    ii.   where a *Learning Access Plan* is in place, that such circumstances fall outside or, or are a substantial deviation from the content of, the *Learning Access Plan*.

4.20   The existence of any of the circumstances in Clause 4.19 does not in itself mean that a Formal Review of ELICOS Progression Status will be successful, or that a Student will be allowed to repeat a Module where this is not permitted by policy or procedure.

4.21   A Student may not request an ELICOS Progression Status Formal Review on any of the following grounds:

    a)   personal, financial, visa or medical problems not referred to in Clause 4.19;

    b)   financial, career, visa or other personal implications of the ELICOS Progression Status given;

    c)   results received by the Student, or by other Students, in ELICOS Courses completed at the College;

    d)   the amount of work done or effort given by the Student; or

    e)   the effect that an Outcome imposed for Academic Misconduct or Academic Breach may have had on their ELICOS Progression Status.

4.22   A request for a Formal Review of **Amber** or **Red** ELICOS Progression Status must be lodged within fourteen (14) Calendar Days of the written notification by Student and Academic Services; however, given the short timeframes between ELICOS Courses, Students will be encouraged to request a Formal Review as soon as possible following results release.

4.23   A request for a Formal Review of **Purple** ELICOS Progression Status must be lodged within thirty (30) Calendar Days of the written notification by Student and Academic Services; however, given the short timeframes between ELICOS Courses, Students will be encouraged to request a Formal Review as soon as possible following results release.

4.24   Where a Student wishes to lodge a request for a Formal Review outside of the periods described in Clauses 4.22-23, the Student must include reasons and sufficient evidence as to why their request should be considered out-of-time. The Director of Studies may in their absolute discretion, either in Exceptional Circumstances or where delay has been caused by the College, approve for review a request submitted outside of this period.

4.25   If the Director of Studies has a Conflict of Interest, they will refer the request to a Nominee who is not conflicted.

4.26   In conducting the review, the Director of Studies may, but is not obliged to:

    a)   consult with any relevant Staff member; and

    b)   seek advice from relevant subject matter experts within the College, provided such experts do not have a Conflict of Interest.

4.27   Within seven (7) Calendar Days of the Student's request for a Formal Review:

    a)   the Director of Studies:

        i.   will determine if there exists a basis for a review of the ELICOS Progression Status;

        ii.   may nominate an alternative qualified person (which may be themselves) to

conduct or participate in a review or recommend an adjustment to the Result/Grade; andwill determine (with reasons) whether the ELICOS Progression Status should be confirmed or changed, and what other actions (if any) are to be taken (a different Intervention Strategy implemented); and

b) the College will notify the Student in writing of the Formal Review outcome including reasons for any decision made and will record this notification in its Student management system(s).

Student Appeal

4.28 Students may Appeal to the Student Appeals Committee a decision on their ELICOS Progression Status reached in a Formal Review, as per the *Student Appeals Policy*.

5. RELATED DOCUMENTS:

5.1 These Procedures support the *Academic Progression Policy*.

5.2 These Procedures ensure ECC Students are managed responsibly and in accordance with:

Education Services for Overseas (ESOS) Act 2000 and the National Code 2018
Australian Qualifications Framework (AQF);
ELICOS National Standards 2018; and
Higher Education Standards Framework (Threshold Standards) 2021.

6. CONTACT INFORMATION:

For queries relating to this document please contact:

PROCEDURES OWNER	Director of Studies
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7. APPROVAL HISTORY:

PROCEDURES APPROVED BY:	Director of Studies
DATE PROCEDURES FIRST APPROVED:	
DATE LAST MODIFIED:	
REVISION HISTORY:	January 2022. Adoption of a principle-based approach to policy. Title change. February 2024. Correction to ELICOS Progression Status.
NEXT REVISION DUE:	February 2026