

STUDENT ENROLMENT AND CLASS PLACEMENT POLICY AND PROCEDURE

PURPOSE

This policy sets out the procedures for the placement of students on enrolment in line with Standard 2 of the National Code of Practice 2018 & ESOS Act 2000. SCIC recognises that students' level of English will vary, which may affect course duration and CoE, for both single ELICOS courses and packaged courses.

This policy is to be read with the Formalisation of Enrolment Procedure, and the Student Engagement policies and procedures and with the explanatory document prepared by David Hill, ELT Support; ELICOS practices around CoE duration.

SCOPE

This policy and procedures applies to Students, Agents and SCIC Administration Staff

DEFINITIONS AND REFERENCES

ESOS Act Educational Services to Overseas Students Act 2000

NC18 National Code of Practice for Registration Authorities and

Providers of Education and Training to Overseas Students

2018

IELTS International English Language Testing System

CMS College Management System

GUIDELINES

Education Services to Overseas Students Act 2000
Education Services to Overseas Students Regulations 2001
National Code of Practice for Registration Authorities & Providers of Education and Training to Overseas Students 2018

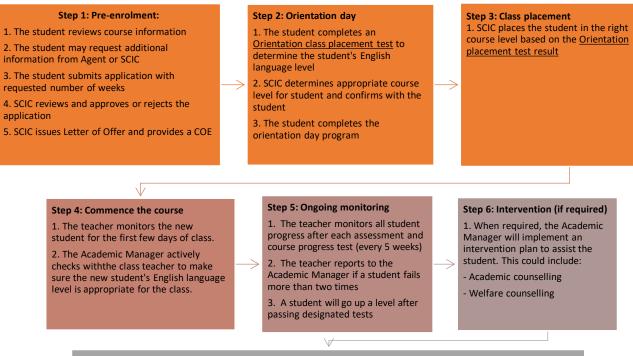
POLICY

- a) All students who wish to enter a course provided by SCIC must have the appropriate skills and English proficiency for their chosen course in order to be successful in their studies.
- b) Students are advised prior to enrolment that there may be some variation for course duration and therefore CoE based on their goals, individual situation and English level and that course duration may vary accordingly.



PROCEDURE

Enrolment Flow chart: ELICOS only students



Step 7: Finish the course:

There are several options once a student finishes the ELICOS course:

- i. The student finishes the course and leaves SCIC; or
- ii. If student decides to extend their English course, they must submit a new student application form, and receive new offer letter and CoE; or
- iii. If a student has enrolled in a packaged course but needs more English study at SCIC, SCIC will develop an individual study plan based on their current English Level. In this case, the student must submit a new student application form, and will receive a new offer letter and CoE.



Enrolment Flow chart: Packaged Students

Commence application process: Pre-enrolment: Pre-enrolment: 1. If student does not have IELTS/PTE, SCIC will arrange the 1. If student provides official test result e.g. IELTS/PTE, an potential student placement test. approximate study duration is provided based on the result 2. SCIC will provide the student with an approximate study and packaged course duration based on the SCIC potential placement test score and the 2. SCIC will issue a Letter of Offer and provide a COE packaged course. The student is advised that the test is provisional only and the Orientation Placement Test on arrival plus teacher checks during first week will determine the student actual level 3. SCIC will then issue the Letter of Offer and provide a COE Orientation day: 1. The student completes an Orientation class placement test to determine the student's English language level 2. SCIC determines appropriate course level for student and confirms with the student 3. The student completes the orientation day program Different test results: Same test results - Class Placement: If the Orientation class placement test has the same 1. If the $\underline{\text{Orientation class placement test}}$ has a different result from the previous placement test result, SCIC will prepare an result as the previous placement test result, the student intervention plan with the student is placed in the appropriate class... 2. The student will be provided with academic counselling as per the intervention plan with the Academic Manager. 3. The student will be provided with clear information about the consequences which may include: (i) Longer period in ELICOS (ii) Later entry into their future packaged course (iii) Packaged course amended to one with lower English entry requirements, e.g. a Diploma instead of an Advanced Diploma Commence the course: 4. SCIC will place the student in the right course level based on the 1. The teacher monitors the new student for the first few Orientation class placement test result days of class. 2. The Academic Manager actively checks with the class teacher to make sure the new student's English language level is appropriate for the class. Ongoing monitoring: The teacher monitors all student progress after each assessment and course progress test (every 5 weeks) 2. The teacher reports to the Academic Manager if a student fails more than two times 3. A student will go up a level after passing designated 1. When required, the Academic Manager will implement an intervention plan to assist the student. This could include: - Academic counselling Welfare counselling Finish the course: Finish the course: If the student meets the English requirement of the 1. If the student fails to meet the English entry requirement packaged course within CoE duration, the student is of packaged course within CoE duration, SCIC will issued a Certificate implement an intervention plan. 2. In this event SCIC will notify the pathway provider in advance After intervention plan: 1. SCIC extends the student's course. In this case the student must start a new application process and defer packaged course



ASSOCIATED DOCUMENTS

- 1. Potential student placement test
- 2. Orientation class placement test
- 3. Course progress tests
- 4. Unit assessments

MODIFICATION HISTORY

Version	Date	Summary of modifications
1.0	16 June	Established
	2023	