

OXFORD COLLEGE, SYDNEY

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Senior High School

Policy and Procedures Monitoring Student Course Progress and Implementing Intervention Strategies

INFORMATION FOR STAFF AND STUDENTS

Policy:

Legislative Basis of College Policies and Procedures

Oxford College, Sydney, has developed Policies and Procedures that strictly adhere to 'The National Code of Practice' for 'Providers of Education and Training to Overseas Students 2007' (The National Code 2007), as well as the 'Board of Studies, Teaching and Educational Standards (BOSTES)' Registered and Accredited Individual Non-government schools (NSW) manual' and the 'Board of Studies, Teaching and Educational Standards (BOSTES) NSW Assessment Certification and Examination (ACE) Manual'.

Legislative Basis of OCS Programmes

The Preliminary and Higher School Certificate (HSC) academic programmes, study hours required for each course, course outcomes, units of work, assessment materials, assessment schedules, assessment, including monitoring course progress and intervention strategies, recording and reporting of student results, student appeals, illness and misadventure and 'N' determinations adhere to the Legislation as detailed in the BOSTES Registered and Accredited Non – government Schools Manual and the ACE Manual.

Patterns of Study

To qualify for the Higher School Certificate students study must satisfactorily complete Preliminary pattern of study comprising at least twelve (12) units and an HSC pattern of study comprising at least ten (10) units of study.

The Preliminary and HSC programmes developed by OCS do not have any courses that are dependent on distance or online learning. All teaching of course outcomes and content are undertaken and assessed on the College premises.

One (1) unit of study requires sixty (60) hours face-to-face study. Therefore, the minimum hours of study for completing Preliminary course is seven hundred and twenty (720) hours, and six hundred (600) hours for completing the HSC course. The Preliminary course is delivered over thirty (30) weeks. Therefore, the minimum hours of face-to-face study in the Preliminary course is twenty four (24) per week. The HSC course is delivered over forty (40) weeks. Therefore, the minimum face-to-face study in HSC course is fifteen (15) hours per week.

Courses offered at Oxford, College, Sydney

Oxford College, Sydney offers 2 unit English (ESL), 2 unit Fundamentals of English, 2 unit Business Studies, 2 unit Community and Family Studies, 2 unit Chinese for Background Speakers, 2 unit Information Processes and Technology, and 2 and 3 unit of Mathematics for stage 6 courses.

Eligibility of Students to Enrol in OCS

Prior to enrolment into the Preliminary and/or Higher School Certificate course, the student's academic record and English level are assessed against the pre-requisite study and English level required by a student to satisfactorily complete the HSC course. Therefore, the eligibility of students to enrol in our preliminary and /or HSC is verified to ensure that each student who receives a CoE from OCS is 'in a position, at the time of enrolment, to complete the course within the expected duration as specified on their CoE'.

Monitoring and Assessment of Student Course Progress

Students' course progress for the Preliminary and HSC course is monitored throughout their study at OCS, via teacher's classroom observation, classroom interaction and participation, class tests, assignments, assessment tasks and exams.

To meet the criteria for 'satisfactory course progress' for both the Preliminary and HSC course, a student will need to demonstrate that they have followed the course and applied themselves with 'diligence and sustained effort' in all tasks, including classroom participation, assignments, assessment tasks and exams. The assessment tasks will take a variety of forms. Students must:

1. achieve at least 50% in their assessments to be allowed to proceed from year 10 to preliminary and from preliminary course to HSC course.
2. students must show by their grades that they have achieved the outcomes prescribed by their course to a satisfactory level in the study period. The study period is considered to be one term.

Intervention Programme

At any time during the term, the class teacher/s can intervene and issue a student, who is deemed to be at risk of not meeting the criteria for 'satisfactory course progress', with notification of OFFICIAL WARNING of non-completion of a Year 10, Preliminary or HSC Course. The OFFICIAL WARNING will advise the student of the specific tasks and/or actions necessary to remedy the situation; as well as the consequences of **not** remedying the situation, in terms of HSC eligibility and the Australian Government Department of Education requirements. A maximum of two (2) OFFICIAL WARNING letters will be issued in a subject before a student is issued with an "N" determination (non-completion of course requirements) in that subject. The student will be given until the end of each term to remedy 'satisfactory course progress' and/or 'failing to meet the course requirements' issues.

Students who are identified by classroom teachers as '*being in danger of failing to meet the course requirements*' and, therefore, in danger of not achieving 'satisfactory course progress' in a study period, will be referred to the Principal for implementation of further intervention strategies to assist the student to remedy the situation.

Assessing Satisfactory Course Progress

When assessing student satisfactory course progress, in Year 10, Preliminary and HSC courses, a final judgement will be made by the Principal in discussion with class teachers at the end of each term, as to whether an individual student is meeting the criteria for 'satisfactory course progress' and/or completion .

A final judgement to issue an 'N' determination and/or report to the Australian Government Department of Education, will **not** be made prior to the college implementing its Intervention Programme, including OFFICIAL WARNING letters, to assist the student to remedy the situation.

Non- completion of a course within the Expected Study Duration

However, if the student fails to respond positively to the OFFICIAL WARNING and Formal Intervention Strategy, and it becomes evident that the student is in danger of 'not completing the course within the expected study duration, according to that specified on their CoE,' the Principal will deem the student as not achieving satisfactory course progress in either the Preliminary or HSC course.

The Principal will then issue the student with an 'N' determination and advise the student in writing of the college's intention to report them to the Secretary of Australian Government Department of Education through PRISMS, under section 19 of the ESOS Act, for 'not achieving satisfactory course progress.'

Included in this notification will be information by which the student may access the college's complaints and appeals process, and that they have 20 working days in which to appeal to the Principal. If the student fails to access the complaints and appeals process, or the student does appeal to the Principal and the appeal is denied, the college will notify Secretary of the Australian Government Department of Education through PRISMS, under section 19 of the ESOS Act.

Reasons for Extension of the Duration of Study

The following information outlines the circumstances in which the college will seek to extend the duration of a student's study beyond that stipulated on their CoE:

- a. compassionate or compelling circumstances, or*
- b. the College implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or*
- c. an approved deferment or suspension of study has been granted under Standard 13, of the National Code 2007.*

a. Compassionate or Compelling circumstances

Compassionate or compelling circumstances - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:

i) serious illness, where a medical certificate states that the student was unable to attend classes. Trivial medical conditions will **not** be considered as "compassionate or compelling

circumstances.

- ii) bereavement of close family members such as parents or siblings
- iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
- iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
- v) where the College was unable to offer a pre-requisite unit
- vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having a direct impact on the student's progress through a course.

b. Intervention Programme

In the event of a student being referred by the principal for the intervention programme, the college may seek to extend the student's course duration.

The Principal will require that the student is fully co-operative in, and responsive to, the intervention programme. The only exceptions to this requirement would be "compassionate and compelling circumstances" (as cited previously in a).

c. Deferment or suspension of study

The college will only defer or temporarily suspend the enrolment of a student on the grounds of "compassionate and compelling circumstances" (as cited in a) or misbehaviour by a student.

In the case of student misbehaviour,

The student will be notified in writing of the college's intention to suspend them and the reasons for this suspension. Included in this notification will be information by which the student may access the college's complaints and appeals process, and advising them that they have *20 working days in which to appeal to the Principal*. If the student fails to access the complaints and appeals process, or the student does appeal to the Principal and the appeal is denied, the college will notify Secretary of the Australian Government Department of Education through PRISMS, under section 19 of the ESOS Act.

The suspension or cancellation of the student's enrolment will not take effect until the internal appeal process is completed, unless extenuating circumstances relating to student welfare apply.

Extenuating circumstances include;

- i) the student refuses to maintain approved welfare and accommodation arrangements (for students under 18 years of age)
- ii) the student is missing
- iii) the student has medical concerns or severe depression or psychological issues which lead the College to fear for the student's wellbeing
- iv) the student has engaged or threatened to engage in behaviour that is reasonably believed to endanger the student or others
- v) is at risk of committing a criminal offence, or
- vi) the student is the subject of investigation relating to criminal matters

The use of extenuating circumstances by OCS to suspend or cancel a student's enrolment prior to the completion of any complaints and appeals process will be supported by appropriate evidence.

The final decision for evaluating extenuating circumstances lies with the Principal.

Procedures:

1. The College monitors, records and assesses the course progress of each student for the course in which the student is currently enrolled.
2. The course progress of all students is assessed at the end of each term.
3. Students who have begun part way through a term will be assessed after one full term.
4. To demonstrate satisfactory course progress, students will need to achieve a satisfactory level in 50% of the subjects studied.
5. Course progress feedback also includes grades in each subject. Teachers determine each student's grades by analyzing the depth of knowledge and understanding shown by the students in their assessment responses.
6. Teachers make judgment of grades using grade descriptors provided by BOSTES for each course.
7. For the two intakes of preliminary course each cohort is assessed separately. Final grades are submitted to BOSTES by the dates suggested by BOSTES.
8. Records are kept of their achievements and half yearly and yearly reports are distributed to the students indicating their marks and grades attained in each course.
9. If a student does not achieve satisfactory outcomes in an assessment period, the Principal will meet with the student to develop an intervention strategy for academic improvement. This may include;
 - a) additional supervised study periods
 - b) tutorial assistance
 - c) other intervention strategies as deemed necessary.

The progress and result of 'Intervention' will be documented by teachers.

10. The student's individual strategy for academic improvement will be monitored over the following term by the Principal and records of student response to the strategy will be kept.
11. In the circumstances that students have not achieved minimum outcomes required then "N" awards are recorded on BOSTES web site.
12. If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, the College advises the student in writing of its intention to report the student for breach of visa condition, and that he/she has 20 working days in which to access the College's internal complaints and appeals process.
13. The College will notify the Australian Government Department of Education via PRISMS of the student not achieving satisfactory course progress as soon as

practicable where

- a) the student does not access the complaints and appeals process within 20 days, or
 - b) withdraws from the complaints and appeals process, or
 - c) the complaints and appeals process results in favour of the College.
14. Late submission of assessment tasks is acceptable with reduction of 20% marks.
15. Completion within expected duration of study (course progression)
- a) As noted in 1, the College monitors, records and assesses the course progress of each student for the course in which the student is currently enrolled.
 - b) Part of the assessment of course progress at the end of each term will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
 - c) The College will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - i) compassionate or compelling circumstances
 - ii) student participation in an intervention strategy as outlined in 1.e.
 - iii) an approved deferment or suspension of study has been granted in accordance with the College's Deferment, Suspension and Cancellation Policy.
 - d) Where the College decides to extend the duration of the student's study, the College will report via PRISMS and/or issue a new CoE if required.
16. Where the College decides to extend the duration of the student's study, the College will report via PRISMS and/or issue a new CoE if required.
17. If the student does not improve sufficiently academically and achieve '**satisfactory course progress**' by the end of the next assessment period, the Principal will issue the student with an 'N' determination and advise BOSTES via Schools Online.
18. The Registrar will advise the student of the college's intention to report the student for breach of visa condition 8202, and also advise that that he/she has **20 working days** in which to access the College's internal complaints and appeals process.
19. The College will notify the **Australian Government Department of Education via PRISMS** of the student not achieving 'satisfactory course progress' as soon as practicable where:
 - i) the student does not access the complaints and appeals process within 20 days, **or**
 - ii) withdraws from the complaints and appeals process, **or**
 - iii) the complaints and appeals process results in favour of the College.

20. In a situation in which the variation will result in the student **extending his/her duration of study** as stated on their CoE, the Registrar will report the student via PRISMS and/or issue a new CoE.
21. In any situation which will result in the **variation of a student's expected duration of study** as stated on their CoE, the Registrar will record the variation, including the reasons for the variation, on the college "Course Variation Form" and place the form in the student's file.
22. Report the student's variation via PRISMS.