

## Course Progress

Implementation Date: 23/03/2018

Version: 1.1

### Audience

Education Queensland International (EQI), schools, school staff, students, teachers.

### Purpose

To outline what students need to do to make satisfactory course progress and how schools identify, notify and assist students who are at risk of not making satisfactory course progress.

To specify what EQI does if a student is assessed as not meeting satisfactory course progress.

To align with the Department of Education's 'Every student succeeding - State Schools Strategy 2017–2021'. To explain where the intervention strategies and consequences for students enrolled in an EQI course differ, because of the requirements of Commonwealth law and student visa conditions.

### Policy statement

School staff analyse student data regularly, to monitor students' progress, guide teaching practices and prompt early intervention.

Where a student is at risk of failing to meet course progress requirements, school staff notify the student and their parents, and work with them to develop a strategy to improve the student's academic performance.

Where EQI determines a student has not made satisfactory course progress, EQI reports the student to the Commonwealth government, as required by Australian law, even if the student subsequently withdraws from the course.

### Principles

School staff advise students about course work and assessment requirements. The Queensland Curriculum and Assessment Authority website provides information on how courses are assessed.

EQI does not guarantee that students will successfully progress to the next year level or complete their course.

It is a student visa condition that students must maintain "satisfactory" course progress. The table below outlines what "satisfactory" course progress is for each EQI course. Failure to meet these standards in a school semester is a failure to meet course progress requirements and will trigger the issue of written notice from EQI of the intention to report the student to the Commonwealth government.

Students can appeal decisions made in relation to course progress, in accordance with the Complaints and appeals policy.

## Requirements

### 1. Satisfactory course progress requirements

CRICOS Course Code	Course Name	Satisfactory course progress
082519A	Primary School (Years Prep - 6)	<p>Students in Prep – 5 should have satisfactory achievement or effort to progress to the next year level and complete their course.</p> <p>Prep – 5, students who achieve at least:</p> <ul style="list-style-type: none"> <li>• pass/C/satisfactory (or equivalent); or</li> <li>• "satisfactory" (or equivalent) for effort,</li> </ul> <p>in every subject attempted, will be considered to have achieved satisfactory course progress.</p> <p>For Year 6, students must pass all subjects/areas studied to attain exit levels required to progress to high school.</p> <p>If the student’s effort is at least "satisfactory", despite not passing all subjects/areas studied, EQI may consider the student to have achieved "satisfactory" course progress*.</p>
087993A	High School Preparation (HSP)	<p>A minimum achievement of the following:</p> <ul style="list-style-type: none"> <li>• Beginner to Elementary level – Limited use of English and developing awareness of simple grammatical structures</li> <li>• Elementary to Pre-Intermediate level – Developing use of English within familiar contexts</li> <li>• Pre-Intermediate to Intermediate level – Use a number of English grammatical structures including some complex sentences and academic vocabulary</li> <li>• Intermediate to Upper Intermediate level – Use a variety of English grammatical structures including many complex sentences and appropriate academic vocabulary</li> </ul> <p>To demonstrate readiness for mainstream studies, students must participate in class activities, complete assessment and attain the required exit level/s (as above) for their mainstream course.</p>

		<p>If a student does not demonstrate satisfactory course progress required to enter mainstream high school, throughout their HSP enrolment, EQI may:</p> <ul style="list-style-type: none"> <li>• require the student to:             <ul style="list-style-type: none"> <li>○ enrol in a lower year level; or</li> <li>○ complete an additional term of HSP, or</li> </ul> </li> <li>• cancel the student's enrolment.</li> </ul>
082520G	<p>Junior High School (Years 7-10)</p> <p>Includes High school (study abroad), High school (regional study abroad) and International Baccalaureate Diploma Program (year 10) at Queensland Academies locations.</p>	<p>A minimum overall achievement of pass/C/satisfactory (or equivalent) in every subject studied.</p> <p>If the student's effort is at least "satisfactory", despite not passing all subjects/areas studied, EQI may consider the student to have achieved "satisfactory" course progress*.</p> <p>For high school students, if after arrival it becomes clear that a student does not meet the academic and/or English language requirements for their course, the student may be required to undertake HSP prior to recommencing mainstream high school.</p>
082521G	<p>Senior High School (Years 11-12)</p> <p>Includes High school (study abroad) and High school (regional study abroad).</p>	<p>A minimum overall achievement of pass/C/Satisfactory (or equivalent) in every subject studied.</p> <p>If the student's effort is at least "satisfactory", despite not passing all subjects/areas studied, EQI may consider the student to have achieved "satisfactory" course progress*.</p> <p>For high school students, if after arrival it becomes clear that a student does not meet the academic and/or English language requirements for their course, the student may be required to undertake HSP prior to recommencing mainstream high school.</p>
079332E	<p>International Baccalaureate Diploma Program (Years 11-12)</p> <p>Includes International Baccalaureate Diploma Program (year 11 and 12) at Queensland Academies locations</p>	<p>A minimum overall achievement of pass/C/Satisfactory (or equivalent) in every subject studied.</p> <p>If the student's effort is at least "satisfactory", despite not passing all subjects/areas studied, EQI may consider the student to have achieved "satisfactory" course progress*.</p> <p>For high school students, if after arrival it becomes clear that a student does not meet the academic and/or English language requirements for their course, the student may be required to undertake HSP prior to recommencing mainstream high school.</p>

\*To ensure consistent and defensible decisions are made, school principals can consider if a student has:

- met assessment deadlines
- actively participated in class



- shown self-discipline and a dedicated approach to learning

in making a decision about whether the student’s effort should be considered when assessing if the student has achieved "satisfactory" course progress.

**2. Monitoring, early intervention, assessment and reporting**

The monitoring and reporting requirements and early intervention strategies for students in an EQI course may be different to the requirements for other state school students because:

- maintaining satisfactory course progress is a student visa condition
- Commonwealth law requires EQI to be proactive in identifying, notifying and assisting students who are at risk of failing to meet course progress requirements
- EQI is required by law to report students who have failed to meet course progress requirements.

The Course progress procedure details how schools will monitor course progress each school semester. Schools work collaboratively with students to develop and implement tailored early intervention strategies to support students to meet course progress requirements.

The assessment requirements for students in an EQI course are the same as for all other state school students. Students are assessed on their performance through tasks including:

- written assignments
- oral presentations
- practical exercises and demonstrations
- texts and examinations
- subject specific tasks.

School reports will be provided to students and parents each school semester.

At any time where a student is identified as being at risk of not achieving satisfactory course progress, and intervention strategies were implemented, the school principal will give a written warning to the student and parent. If the next end of semester report indicates the student has not achieved satisfactory course progress, EQI will notify the student and parent of our intention to report the student to the Commonwealth government for failure to meet course progress requirements.

If compassionate or compelling circumstances apply, the student may request or EQI may decide to initiate a temporary suspension of enrolment. When enrolment is temporarily suspended, students are not assessed. Assessment recommences when the student resumes study at school.

Records of the outcomes of assessment, reports and all interventions are kept on the student’s file in OneSchool.

**Definitions**

Course	A course registered on CRICOS offered by Department of Education trading as Education Queensland International.
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Compassionate circumstances	<ul style="list-style-type: none"> <li>are not in your control or created by you; and</li> <li>adversely impact on your welfare or course progress (for example, illness, bereavement or traumatic events may qualify).</li> </ul>
Compelling circumstances	Are circumstances which, in our opinion, are in your best educational interests.
Enrolment Agreement	A written agreement with the overseas student or intending overseas student and their parent, which includes Standard Terms and Conditions, an Initial Invoice and Statement of fees; signed by the overseas student as well as parents or legal custodians.
EQI	Education Queensland International and employees of EQI.
OneSchool	<p>OneSchool—a comprehensive program to help Queensland State Schools manage key teaching and school administrative activities. Its features cover a wide range of school operations:</p> <ul style="list-style-type: none"> <li>student management and student analytics</li> <li>curriculum planning and learning</li> <li>finance and asset management</li> <li>resource management</li> <li>performance</li> <li>analysis and reporting.</li> </ul>
Overseas student	Student in Australia on visa subclass 500 (schools sector).
School	Queensland state schools accredited by EQI to deliver international student programs.
School staff	Employees of EQI schools, for example – International student coordinator, Homestay coordinator, Head of department, Deputy principal, Principal.
Student	Overseas student enrolled in an EQI registered course.

## Legislation

- Education Services for Overseas Students Act 2000*
- National Code of Practice for Providers of Education and Training to Overseas Students 2018*

## Delegations/Authorisations

- Nil.

## Related Policies

- [Complaints and appeals policy](#)
- [EQI initiated suspension and cancellation policy](#)
- [Variation to enrolment policy](#)

## Related procedures

- [Complaints and appeals procedure](#)
- [Course Progress procedure](#)
- [EQI initiated suspension and cancellation procedure](#)
- [Variation to enrolment procedure](#)

## Guidelines

- [PRISMS User guide](#)

## Supporting information/websites

- [Every student succeeding - State Schools Strategy 2017-2021](#)
- [Queensland Curriculum and Assessment Authority – student assessment](#)
- [Standard terms and conditions](#)
- [Student visa conditions](#)

## Contact

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## Superseded versions

Nil.



