



INTERVENTION POLICY ENGLISH PROGRAMS

SECTION 1 - PURPOSE AND SCOPE

- (1) The Intervention Policy will provide guidance to staff and international students in regard to Western Sydney University The College's policy and procedures in relation to students at risk in accordance with Standard 10 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.
- (2) Western Sydney University The College undertakes to ensure that its policies are fair and transparent and consistent with Commonwealth legislation and ELICOS accreditation requirements.

SECTION 2 - DEFINITIONS

- (3) For the purposes of this policy, the following definitions apply:
 - a. "ELICOS" - English Language Intensive Courses for Overseas Students.
 - b. "International Student" - student studying at Western Sydney University The College on a student visa.
 - c. "The College" – Western Sydney University The College a division of Western Sydney University Enterprises Pty Limited.
 - d. "The University" – Western Sydney University.
 - e. "EPOSAC" – English Programs Online Self-Access Centre.

SECTION 3 - POLICY STATEMENT

- (4) The College is committed to enhancing the learning experience of all students and to this end will implement, within sustainable margins and in line with financial and operational constraints, intervention strategies to provide support to all students.

SECTION 4 - PROCEDURES

- (5) At the end of week one (1) of a new 10 week course, teachers are asked to identify any students who have been identified as at risk of not progressing. It is hoped that this will identify early in the teaching session those students who may be at risk. Students who are identified as being at risk of failing to meet course progress requirements are required to attend an interview with The English Program Coordinators a view to implementing an intervention strategy and to provide suggestions as to how the student may improve their achievement of course progress requirements.
- (6) By the end of week three (3) of each study period, teachers and relevant Coordinators will complete student reports in which they are asked to comment on students' academic progress, in an effort to identify students at risk of not meeting course progress requirements. The reports also suggest strategies to address perceived student difficulties.



- (7) Students who are identified as being at risk of failing to meet course progress requirements are required to attend an interview with a view to implementing an intervention strategy and to provide suggestions as to how the student may improve their achievement of course progress requirements. The student report activates the first formal stage of the intervention strategy.
- (8) At the end of the mid-term tests in week five (5), the English Department Management team identify any students at risk from the assessment tasks to date. Identified students will meet the English Program Coordinators to discuss their performance to date and be given strategies for improving their English outside the classroom. These may include but are not limited to:
 - a. extra one-to-one tuition;
 - b. extra small after class lessons for students with similar problems e.g. grammar;
 - c. additional tasks to do at home to work on weak areas including advice on EPOSAC;
 - d. attendance at the strategic intervention classes or
 - e. If it is determined that the student hasn't demonstrated the ability to progress, then other pathways may be advised.
- (9) Regular meetings will be held with the student and the coordinator to monitor progress on the agreed strategies.
- (10) It may also be at this stage that students are referred to student support services if there is evidence that personal or health issues may be in existence. The matter may be referred to the Welfare Officer and if needed, the Western Sydney University Counselling Service. Parents /guardians of students under 18 will also receive a copy of the progress report.
- (11) At the end of every teaching period, after that teaching session's results are finalised, students who are failing to meet, or are in danger of failing to meet, course progress requirements will be requested to attend an interview with the relevant Coordinator. This interview will determine further steps to be taken by the student and by The College.
- (12) Where a student fails a level for the third time, the Academic Progress Policy English Programs will take effect. Furthermore, where it is obvious that intervention strategies are not succeeding or have not succeeded, the Academic Progress Policy English Programs will also be activated.
- (13) Intervention letters and copies of all documents in relation to the intervention strategies will be TRIMMED to the student's file.
- (14) Ongoing progress will be monitored by the relevant Coordinator. A biannual report (February and August each year) is sent to the CEO or delegated nominee for submission to the Western Sydney University Enterprises Board.



SECTION 5 - GUIDELINES AND REFERENCES

Related Legislation/Policies/Procedures

- a. Education Services for Overseas Students (ESOS) Act 2018
- b. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018
- c. Academic Progress Policy English Programs



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STATUS AND DETAILS

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| Status: | Current |
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| Approval Authority Policy: | Western Sydney University Enterprises Board |
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| Expired Date: | N/A |
| Unit Responsible: | English Programs |
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| Available On: | SharePoint <input type="checkbox"/> Website <input checked="" type="checkbox"/> |

Summary of Changes from Previous Version

All references to UWS Enterprises Board have been removed and replaced with Western Sydney University Enterprises.

RTO have been removed from the Endorsed by.

A new F (7) has been added which relates to students who have not demonstrated ability to progress.

The ESOS and National Codes have been updated to 2018.

EPOSAC (English Programs Online Self-Access Centre) has been added to Section 2 – definitions.

All references to Dean have been removed and replaced with “CEO or delegated nominee.