

## ELICOS Student Placement Policy & Procedure

<b>Institution</b>	Princeton International College
<b>Policy Name</b>	ELICOS Student Placement Policy
<b>Policy Governance</b>	ELICOS Academic Manager/ELICOS Course Coordinator
<b>Reference to Standards</b>	ELICOS Standards 2018 – Standard P 3.1
<b>Version No.</b>	3.0

### 1 PURPOSE

Princeton International College establishes this policy and procedure to:

- 1.1 Effectively place students into ELICOS classes
- 1.2 Identify and manage students with special learning needs
- 1.3 Effectively manage class sizes and student: teacher ratios

### 2 DEFINITIONS

**The College**                      Princeton International College

### 3 POLICY

- 3.1 The College will ensure that all new students' English skills are tested and are placed into an appropriate class to learn English
- 3.2 All students will be asked if they have any special learning requirements and appropriate support, and assistance will be provided to students with special needs
- 3.3 The college will ensure that class numbers do not exceed 18 students per class

### 4 RESPONSIBILITY

The ELICOS Academic Manager/ ELICOS Course Coordinator is responsible for the implementation of this policy and ensuring that staff members are aware of and following this policy.

### 5 PROCEDURE

#### Placement of students in ELICOS classes

- 5.1 Students based on their IELTS score or its equivalent including the result of the college's Placement Test will be placed in a class appropriate to their current language proficiency level, learning goals and learning needs and consistent with their written agreement by

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- the Administration staff and if necessary, through consultation with the ELICOS Course Coordinator.
- 5.2 New students who are not able to provide the evidence of IELTS scores or its equivalent are required to complete an English Placement Test under supervised conditions on their first day during the enrolment process. Once completed, the writing, reading and grammar skills are all independently assessed using the “Placement Test Skill Descriptors”. A level (for each skill) from Elementary to Upper Int is given on the test cover page (refer to English Placement Test cover page table)
  - 5.3 Finally, a one-on-one speaking and listening test is conducted by either the ELICOS Academic Manager/ ELICOS Course Coordinator (or Senior teacher) and the student is given a skill level from Elementary to Upper Int for each skill using the “Placement Test Skill Descriptors”
  - 5.4 After the English Placement test is fully completed, the ELICOS Academic Manager/ ELICOS Course Coordinator (or Senior Teacher) assesses all the individual skill results achieved and decides on the student’s overall level of English and writes it into the corresponding box on the cover page
  - 5.5 Strengths, weaknesses, and student goals are written onto the Placement Test Cover Page, which is passed to the class teacher to review before meeting the student on their first day of class

### **Class sizes and student: teacher ratios**

- 5.6 Classes are a maximum of 18 students for 1 teacher per class
- 5.7 Students are placed into classes based on nationality mix, gender of student, current numbers and the English level deemed by academic management to best suit the student’s learning needs
- 5.8 The ELICOS Academic Manager/ ELICOS Course Coordinator will keep a close look on the student numbers in each class and ensure it doesn't exceed 18 students.

### **Identification and management of special learning needs**

- 5.9 All students be asked on their first day if they have any special learning needs
- 5.10 If yes, the specific nature of the learning need is recorded, and The College will make reasonable adjustments wherever possible
- 5.11 The teacher is advised about the learning need and course progress is closely monitored

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- 5.12 The College will provide extra support and assistance to the student to help them progress through their course

### Learning outcomes information

- 5.13 All students will receive a Level Specific Course Outline that clearly states the course outcomes to be achieved during the course on their first day
- 5.14 If a student levels up to a new level, the student will receive a new Course Outline for the next level when they receive their textbook