

<b>Institution</b>	Blue Lotus College
<b>Policy Name</b>	ELICOS Student Placement Policy
<b>Policy Governance</b>	Academic Manager/Head Teacher
<b>Reference to Standards</b>	ELICOS Standards 2018 – Standard P 3.1
<b>Date of Approval</b>	October 2018
<b>Review Date</b>	October 2019
<b>Version No.</b>	1.1

## 1 PURPOSE

BLC 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

**BLC/The College:** Blue Lotus 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
- 3.3 The college will ensure that class numbers do not exceed 18 students per class

## 4 RESPONSIBILITY

The Academic Manager/Head Teacher is responsible for the implementation of this policy, and also ensuring that staff members are aware of and following this policy.

## 5 PROCEDURE

### Placement of students in ELICOS classes

- 5.1 All new students are required to complete an English Placement Test (grammar, reading and writing tests) 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 Advanced is given on the test cover page (refer to English Placement Test cover page table)
- 5.2 Finally, a one-on-one speaking and listening test is conducted by either the Academic Manager (or Head teacher) and the student is given a skill level from Elementary to Advanced for each skill using the “Placement Test Skill Descriptors”
- 5.3 After the English Placement test is fully completed, the Academic Manager (or Head 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
- 5.4 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

- 5.5 Classes are a maximum of 18 students for 1 teacher per class
- 5.6 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
- 5.7 The Academic Manager/Head Teacher 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

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

## Learning outcomes information

- 5.11 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
- 5.12 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 text book