COLLEGE POLICY DOCUMENT

IELTS/English Language Student Progression

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The following has been drawn up to enable the college to review the progression on each of its students based on their level of IELTS/English.

There are very few ways that the college can show progression due to the backgrounds and previous education of many of its students. It is very difficult for example to show progression from a Russian college at 16 to A levels at St. Andrew's Cambridge.

The policy will work in the following way:

1. As each student arrives for registration for the new academic year they will take an IELTS/English test. The test will be the same for all students. All students will complete one test per half term so that their improvement in English can be monitored. It is recognised by the college that there is a positive correlation between English ability and academic results.

2. The tests will be organised by the IELTS coordinator on each of the registration days. There will need to be appropriate tests for all students based on their identified level of English.

3. The half termly tests will be run in class by the English/IELTS teaching staff

4. For any student missing the testing there will be a catch all session approx. 3 weeks after the start of the new term. This testing date and time will be the responsibility of the IELTS coordinator.

5. Once the tests have been completed the IELTS coordinator will then prepare a spread sheet showing the results for each student. The document will be circulated via the Principal to all teaching staff for reference.

6. The student's tutor will then use the information to set IELTS/English objectives for the half term and for the academic year assisting the tutor to measure his/her progress. If there is little or no progress then the tutor along with the IELTS coordinator will put a plan together to assist the student.

7. The spread sheet will show the results from each testing period. The spread sheet will also include the course attended by the student, his/her tutor, nationality, gender and age as this will enable the Principal to review the results looking at specific criteria and highlight the areas for concern and development.

8. The testing of all students will take place at the following times during each academic year:

    - Registration day
    - At the start of each new half term. These tests will take place in class and be set and managed by the IELTS coordinator.
    - IELTS tests run by ARU (Closing down November 2017) or another testing centre.

9. The IELTS coordinator will write a report for the Principal after each testing phase to highlight the areas of concern or achievement so that a plan can be identified and or the student recognised.

10. The pathways for IELTS/English course within the college from September 2017 will use the following routes:

    - IELTS and or English level is at 5.0 or 5.5 then the student will receive 6 hours of IELTS per week.
    - IELTS and or English level at 6.0 the student will receive 3 hours of IELTS per week.
    - If a student at 6.5 IELTS or above who need lessons to progress their IELTS score for university or their chosen career will be spoken to by the IELTS Co-ordinator and a plan of action will be drawn up.

Reviewed: July 2014, July 2015, July 2016 and August 2017.

Next review: August 2018.