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| **ST ANDREW’S COLLEGE POLICY DOCUMENT** |
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**Courses which fit the needs of student**

The following procedure has been put in place to review the provision of courses and to ensure that every student is on the most appropriate course given their needs, current and potential academic ability.

The first contact the new student / agent will have with the college will be with the Registrar. He/she will take a note of their key information and discuss course options with them

The student concerned will then be asked to complete a placement English test. In conjunction with the test, the Registrar, in discussion with the Principal, will review the student’s past academic qualifications including the student’s current English qualifications (e.g., IELTS).

Once all this information has been obtained and the previous results have been accepted the student will be advised which course would be suitable.

The student will then be monitored once he/she joins the college by their personal tutor. Several meetings will take place in the first four weeks of study to ensure the student is on the correct course.

The tutor will talk to his/her teachers and based on that information and the student’s own view the course can, if required be changed. However, after the first four weeks have elapsed the student is not advised to change course as they will not be able to catch up the work they have missed

The student will undergo continuous review throughout the year using internal examinations and reports. On completion of the first year (if applicable) the course will be reviewed to assist the student in returning to complete the right course (the Student Progression Policy maybe applicable in some cases).

**Reviewed:**

**September 2010, 2011, 2012, 2013, July 2014, July 2015, July 2016, July 2017, July 2018, August 2019 and August 2020**

**Next review: August 2021.**