

Key Features of Best Practice in Monitoring Student Progress

Scope & content

The *Guide to Best Practice in Monitoring Student Satisfaction in ELICOS* was designed to assist members to gain a better understanding of what is meant by 'monitoring student progress'; to exemplify best practice in the area of monitoring the progress and achievement of students enrolled with them; and to provide a range of options for practice.

The Guide covers the following areas:

- an outline of contexts for learning in ELICOS, including the National Code;
- key features of best practice in monitoring progress of students;
- methods of monitoring and reporting on progress;
- staff training; and
- keeping everyone informed.

The Guide outlines ways of supporting students who are not making progress and indicates some types of student who may benefit from early intervention, then finishes with some case studies of practice in different English Australia member colleges.

The full Guide is available to staff at English Australia member colleges via login to our website.

Key features of best practice

The following features have been identified as key to achieving best practice in monitoring student progress and achievement within ELICOS colleges.

1. There is an identified position responsible for **management** of student assessment, to cover development and implementation of assessment processes and tools, standardisation of assessment decisions, tracking and reporting student outcomes and supporting those who are not making progress, as well as staff induction and ongoing training, in compliance with federal and state/territory requirements.
2. Clearly defined **systems** are in place that are effective, efficient, transparent, equitable and flexible.
3. **Educational delivery practices** are sound and appropriate for the student group.
4. There are high levels of effective **communication** of accurate information between teachers/assessors, students, managers, government agencies, agents and other stakeholders.
5. The organisation provides sufficient **resources** to enable sound curriculum development; support effective teaching and assessment, provide sufficient counselling and support; and facilitate effective record-keeping and reporting
6. There is an overall **positive culture of co-operation** between all involved with the delivery of ELICOS programs in an institution to ensure that students are informed, monitored and supported in their progress through their courses.