

ELICOS Student Placement Policy and Procedure

1. Purpose

This policy outlines how ALG places ELICOS students into classes that are appropriate to their English language proficiency, learning goals and learning needs.

ALG ensures that:

- students are placed into a suitable class level on commencement
- placement decisions support effective learning and progression
- learning needs are identified and supported
- class sizes support quality learning outcomes
- students are informed of learning outcomes

This policy supports compliance with:

- ELICOS Standards 2018 (Standard P3)
- *Education Services for Overseas Students Act 2000* (ESOS Act 2000)

2. Scope

This policy applies to:

- all ELICOS students
- Academic Team and teaching staff
- staff responsible for student placement and academic oversight

This policy applies to:

- initial placement on commencement
- review and adjustment of placement
- identification of learning needs
- support arrangements related to placement

3. Definitions

Placement: Allocation of a student to a class level appropriate to their English proficiency and learning needs.

Placement test: An assessment conducted on commencement to determine a student's English level.

Learning need: A need that may affect a student's ability to learn or progress effectively.

Learning block: A defined period of study with specified learning outcomes. For the purposes of ALG's General English course, a block in one 10-week level of the course.

4. Policy

ALG ensures that students are placed and maintained in classes that are appropriate to their English proficiency, learning goals and learning needs, to support successful English language learning outcomes.

Placement decisions are:

- evidence-based
- consistent
- reviewed where required
- documented and retained

4.1 Initial Placement

ALG places students into a class appropriate to:

- their English language proficiency
- their learning goals
- their learning needs
- the course outlined in their Written Agreement

Placement is determined:

- on commencement through a placement process
- using a structured placement test and/or academic judgement

Placement ensures alignment between:

- student capability
- course level
- expected learning outcomes

4.2 Placement Process

ALG conducts placement on the student's first day of study (on commencement) to determine the appropriate class level.

Placement includes:

- written assessment components
- speaking/oral assessment

Where inconsistencies are identified further assessment or interview may be conducted.

Final placement is determined by Academic staff based on overall evidence.

4.3 Review of Placement

ALG ensures placement is monitored and adjusted where required.

Teachers:

- monitor student performance during the initial period of study
- identify students who may be incorrectly placed

Where misplacement is identified:

- the student may be reassigned to a more appropriate level

Placement adjustments:

- are based on academic judgement

- are approved by Academic Management
- occur in a controlled and timely manner

4.4 Identification and Support of Learning Needs

ALG identifies learning needs through:

- placement testing
- classroom observation
- student performance

Where a learning need is identified:

- appropriate support arrangements are implemented

Support may include:

- additional teacher guidance
- targeted learning activities
- directed self-study
- academic consultation

Support is:

- appropriate to the level of need
- monitored for effectiveness

1.1 Teacher-to-Student Ratios

ALG ensures that:

- the teacher-to-student ratio does not exceed **1:18 per class**

Class sizes are managed to ensure:

- effective teaching and interaction
- appropriate student support

Where required:

- classes are adjusted to maintain compliance

1.2 Communication of Learning Outcomes

ALG ensures students are informed of:

- overall course learning outcomes
- learning outcomes for each learning block (10-week ELICOS course level)

This information is provided through:

- course materials
- orientation
- classroom delivery

Teachers:

- communicate learning objectives at the start of each learning block
- reinforce expected outcomes during delivery

1.3 Quality Assurance and Continuous Improvement

ALG monitors placement processes to ensure:

- accuracy and consistency of placement decisions
- effectiveness of support arrangements
- compliance with ELICOS requirements

Where issues are identified:

- corrective actions are implemented
- improvements are recorded through continuous improvement processes

5. Procedures

Step	Key Actions	Responsibility	Supporting Documents
1. Prepare placement	• Schedule placement for new students	Student Experience Team	Commencement list
2. Conduct placement test	• Assess English proficiency on commencement	Teachers/ ELICOS Academic Manager	Placement Test
3. Assess performance	• Mark written test • Conduct speaking test • Detering final level sing test linked correlation chart	Teachers/ ELICOS Academic Manager	Placement Test
4. Determine placement	• Allocate appropriate class level	Teachers/ ELICOS Academic Manager	Placement records
5. Monitor placement	• Observe student performance in initial period	ELICOS Teachers	Class records attendance, test results
6. Identify learning needs	• Identify any learning needs through assessment and observation	ELICOS Teachers	Student records; test results
7. Implement support	• Apply appropriate support strategies	Teachers/ ELICOS Academic Manager	Support/ Intervention plans
8. Adjust class allocation	• Approve and implement class changes if required	ELICOS Academic Manager	Class change form
9. Communicate Learning outcomes	• Inform students of learning outcomes	Student Experience Team	Course outcomes tables (on website) Orientation program
10. Review process	• Monitor placement effectiveness	ELICOS Academic Manager	QA records

6. Supporting Documents

- Student Support Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Continuous Improvement Policy and Procedure
- Course Syllabus
- Student Handbook
- Placement Test and level Correlation Chart
- Class Change Form

7. Document Information and Review

Document Information		
Document ID	EL-01	
Policy Category	ELICOS	
Responsible officer	Joe Lynch	
Key Stakeholder(s)	Students, ALG Staff	
Approval by	CEO	
Endorsed by	Academic Director and Head of Quality Assurance	
Date of Approval	3/08/2026	
Date Effective	07/10/2026	
Date of Next Review	07/10/2026	
Version History		
Version	Date	Amendment(s)
1.0	04.03.2036	Created