

'At Risk' Student Quick Reference Guide

Why am I 'at risk'?

Group 1

A student **doesn't achieve a passing score** in two or more ***end-of-session tests**.

** end-of-session = 5 weeks*

Group 2

A student **re-enrols in an ICTE course after failing BE10**, or after being 'At Risk' previously.

Group 3**

A student does not show the necessary language skills in their classes, or is not participating in classroom activities, homework, review tests or assessment. Also, students who refuse to participate in these essential learning activities.

Intervention Process for 'At Risk' Students

STEP 1:

Students must attend **Seminar** to assess and make changes to study habits and study plan.

↓ Still 'At Risk' ↓

STEP 2:

Students attend **One-to-One 'At Risk' Meeting** and make action plans.

***Group 3 students start here*

↓ Still 'At Risk' ↓

STEP 3:

Students attend **Intervention Meeting** and reassess study and action plans.

↓ Still 'At Risk' ↓

Unsatisfactory academic progress

'At risk' – A Student Guide

This document is based on the *ICTE Unsatisfactory Academic Progress and Intervention Policy and Procedures January 2020*, which can be accessed here: icte.uq.edu.au/about/policies-and-procedures

What does 'At Risk' mean?

We use the term '*At Risk*' to describe a student who has an increased chance of not passing or progressing in their course. We do this to help support the student as much as possible so that they can make academic progress in their course and be successful.

Why am I 'At Risk'?

Students who are '*At Risk*' will be in one of these groups:

Group 1: A student **doesn't achieve a passing score** in two or more end-of-session tests.

Example A *Jimmy studies in GE level 4 for 10 weeks and has tests in week 5 and week 10. He doesn't pass them. He continues to study for 5 more weeks and does more tests, but he fails these too. Jimmy is 'At Risk' because he is still in the same level and is not making progress in his studies. He needs more support to progress in General English.*

Example B *Joy is studying in BE and starts in BE25. At the end of BE25, she has tests. She doesn't achieve a satisfactory score in these tests, and in BE20 she has the same result. Joy is 'At Risk' and needs more support to be successful in her Bridging English course.*

Group 2: A student **re-enrols in an ICTE course after failing BE10**, or after being '*At Risk*' previously.

Group 3: A student **does not show the necessary language skills in their classes**, or is not participating in classroom activities, homework, review tests or assessment. Also, students who refuse to participate in these essential learning activities.

Example C *Joan is enrolled in a class at ICTE. In class, Joan does some work, but often chooses not to participate in activities. She often speaks her own language in class and the teacher has to constantly remind her to focus. Joan seldom does the homework she is given. Her teacher is concerned with her progress and reports this to ICTE. Joan is 'At Risk' of not making progress and will need some further support.*

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I am 'At Risk'. What should I do?

ICTE has a **3-step intervention program** to help 'At Risk' students change their study patterns and have the best chance for success. After each intervention, you will have time to work hard and improve. If you do not improve, you will move on to the next step. Note that students in group 3, will automatically move to step 2.

Step 1: Seminar

Groups 1 and 2

When you are first identified as 'At Risk', you will receive an email inviting you to a **seminar**. You **must** attend this seminar. At the seminar, you will evaluate your current study patterns, complete a self-assessment, and put some actions in place to assist you in your studies. If you do not attend the seminar, you will automatically move to step 2 (below).

Step 2: One-to-One At Risk Meeting

Groups 1 and 2

If you are still 'At Risk' at the beginning of the next session, you will be invited to a **one-to-one meeting** with a Learning Advisor. You will be able to discuss barriers to your learning and make an action plan for improving.

Group 3

You will be invited to a **one-to-one meeting** with the Academic Manager or Senior Teacher to discuss barriers to your learning and to make an action plan for improving.

Step 3: Intervention meeting

If you remain 'At Risk', or have made no satisfactory progress after the one-to-one meeting, you will be invited to an **Intervention Meeting** with the Academic Manager. In this meeting, your action plan and strategies will be reassessed, and minimum targets for a set time period will be specified by the Academic Manager.

What actions or strategies can I put in place to improve?

There are various things you can do:

- Ensure you have a clear study plan for every day
- Make sure you are completing all work set by the teacher, and online work too
- Attend Learning Workshops. There are many workshops each session to attend
- Visit the ICTE Learning Centre and get some help from a Learning Advisor
- Ensure you use English every day
- Ensure you are sleeping enough and eating well
- Ensure you are on time (or early) to class so you are prepared to learn
- If you are struggling with your mental health, seek advice from a counsellor

What happens after step 3?

If you have not improved after the time specified in the Intervention Meeting, you will be notified that you have made **unsatisfactory academic progress**. You will need to attend another meeting with the Academic Manager, who may inform you that your enrolment will be cancelled and the process around this.