

ELICOS Change of Class Policy

Students may ask for their level to be changed following a scheduled assessment (or a moderating test and interview), in which case the teacher or Academic Manager will complete the appropriate form: change of level.

Students changing class.

This refers to changes of programme, especially those which may entail a change in tuition fees or entry requirements.

Student may apply to change their program from a.m. to p.m. (or vice versa) at any time by completing the appropriate form: Change of class.

1. Student’s request to change class teacher at same level (including change of class time)

When a student wishes to change class from one teacher to another at the same level or from a.m. class to p.m. class and vice versa, he/she needs to speak to the Academic Manager The following steps need to be followed:

- a. The student must make time to speak to the Academic Manager.
- b. The Academic Manager will interview the student and complete the “Change of Class” form.
- c. The outcome is recorded, and if the student is permitted to change class, then the Academic Manager completes the form and lets the admin person make the necessary change before printing the next week’s roll.
- d. Admin will ensure that the form then has the original teacher sign the document before being uploaded onto the student’s academic file.

2. Student’s request to change class to a HIGHER level

When a student wishes to change class or increase a level and it is not yet time for the weekly assessment, he/she needs to speak to the Academic Manager. The following steps need to be followed:

- a. The student must make time to speak to the Academic Manager.
- b. The Academic Manager will provide the student with a copy of the written **moderating test**, followed by an oral assessment.
- c. The Academic Manager will explain to the student that he/she may be allowed to change level based on the assessment outcome.
- d. The student will be cautioned that he/she may have to spend 10 weeks in the next level before moving up again.
- e. The Academic Manager will complete the “Change of Class” form.
- e. The outcome is recorded, and if the student is permitted to change class, then the Academic Manager completes the form and lets the admin person make the necessary change before printing the next week’s roll.
- f. Admin will ensure that the form is then has the original teacher sign the document before being uploaded onto the student’s academic file

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3. Request to change class by teacher after weekly assessment.

- a. Teachers submit Change of Level requests based on assessment results /class participation.
- b. The teacher places the Change of Level form in the Academic Manager's pigeonhole.
- c. The Academic Manager hands the form to Admin.
- d. Admin will ensure that the form is has the original teacher sign the document before being uploaded onto the student's academic file

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