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English, Computing and Mathematics Support

Purpose	**AITC aims to provide English, Computing and Mathematics Support across the whole of student life, with intra- and extra-curricular support across courses at Postgraduate levels. This Support is integrated with various areas of the AITC's work, including admissions, orientation, learning guides, and assessment.**
Location	**The policy is maintained on owncloud**
Responsible executive	**Academic Dean**
Responsible office	**Academic Dean's Office**
Contact officer	**TBA**
Effective date	**29 June 2020**
Review date	**TBA**
Modification history	**Version 1.0**
Related documents	**AITC Student Learning Support Policy** **AITC Student Orientation Policy**
Authority	**Approved by Academic Board**

1. Purpose

AITC aims to provide English, Computing and Mathematics Support (ECMS) across the whole of student life, with intra- and extra-curricular support across courses at Postgraduate levels. The English, Computing and Mathematics and Support is integrated with various areas of the AITC's work, including admissions, orientation, learning guides, and assessment.

2. Scope

This policy applies to all students of AITC.

3. Objectives

The Key objective for English Support is to provide Postgraduate students with extra-curricular support over the course of their studies to those that need improvement. They have entered the Postgraduate Courses with an IELTS score of Minimum 6.5 overall and minimum of 6.0 in each band (or equivalent in other recognised tests).

The Key objectives for Computing are (i) to assess the Computing skills of the commencing students and to provide individualised advice on areas that need improvement, (ii) to provide a program of extracurricular Computing support available to all students, of a general nature as well as customised for specific units.

The Key objectives for Mathematics (including statistics) are (i) to assess the Mathematics skills of the commencing students and to provide individualised advice on areas that need improvement, (ii) to provide a program of extracurricular Mathematics support available to all students, of a general nature as well as customised for specific units.

4. Links with other aspects of AITC

Admissions: Students have entered the Postgraduate Courses with an IELTS score of Minimum 6.5 overall and minimum of 6.0 in each band (or equivalent in other recognised tests).

While AITC has no mandatory Mathematics entry requirements, all students will be required to take a diagnostic test shortly after admission.

*Orientation***:** The English, Computing and Mathematics Support will feature prominently during Orientation.

Assessment: AITC will develop assessment practices that help staff distinguish language difficulties from problems of engaging with academic concepts and provide appropriate support.

Learning Guides: Units that require specific computational/mathematical/statistical knowledge will include in their Learning Guides reference to relevant online support materials.

5.   Enabling strategies

Objective	Typical strategies
Extra-curricular English support for Postgraduate Information Technology students.	AITC will endeavour to schedule ELICOS instruction to fit stretched and accelerated progression patterns. e.g. using summer semester where possible and these will be available on an 'as needs basis'.
English safety net support	Where a Unit Coordinator becomes aware of a student who may be at risk because of English difficulties, the student will be invited to an advisory session that may lead to an English assessment.
Staff skills in integrating language enhancement	AITC will identify at least one academic staff member with formal qualifications or demonstrated experience in English support, who will act as the key academic resource for other academic staff members. This staff member may be given additional training for this leadership role, as required.
Computing/Mathematics skills of commencing students	By the sixth week of commencing enrolment, all students will sit a diagnostic test in Computing and Mathematics. The outcome will be discussed in a one-on-one interview with an academic advisor, and a program of extracurricular support proposed, where necessary.
Extra-curricular Computing/Mathematics support	AITC will build an online Computing and Mathematics resource collection, which includes resources that are mapped onto specific units and/or academic levels. Those mapped resources will be highlighted in the Learning Guides of relevant units.
Computing/Mathematics safety net support	Where a Unit Coordinator becomes aware of a student who may be at risk because of Computing and Mathematics difficulties, the student will be invited to an advising session focussing on supporting the student in completing assessment items.

6. Accountability

The Academic Board will have overall responsibility for the English, Computing and Mathematics Support and the Academic Dean will have operational responsibility and this will be delegated to Unit Coordinators where appropriate. The Registrar and Student Support Officer will work with the Academic Dean to ensure that the ECMS is integrated with the appropriate area of responsibility where necessary.