

# ESL Referral Procedure for Teachers

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- Explain the referral process to students in class.
- Organise for students to complete the writing task to accompany the referral. This writing should be done in class in the allocated time using the designated writing template (available on the Language and Literacy website). Students may use a dictionary but **must not** use any other support resources or writing model during the writing time. Note that the 60 minute time limit for the writing task is important.
- Interview students, discuss their study and pathway choices for 2011 and complete an **Individual Referral form** for each student, for either CSWE or ESL Framework. Make sure you complete all the required details, including individual unit/module results and the relevant unit/module code. Please indicate with a hand written note if a student has not attended regularly without a good reason.
- Attach student **Writing Task A, B, C or D**, completed in class time, to the referral form. Make sure that the student's name is clearly printed on the sample to avoid confusion.
- Place the referral forms and attached writing in the appropriate course referral folder at your campus. (See table for location of folders). Note that for inter-campus referrals you should contact the relevant Program Manager to make any necessary arrangements.
- Complete details for your students on the sheet titled **Referred Students for 2011** which is in the Referral Folder.
- Course coordinators consider suitability of referred students and make decisions about appropriate placement.
- Course coordinators notify both the student and the referring teacher of the outcome of the student's referral by Monday 16 November. This information should be provided to referring teachers via the form headed **Response to Student Referrals for 2011** which is in the Referral Folder.

**NOTE:**

**Each course to be run in 2011 will have a referral folder held by the Program area running the course.**

**These folders will be available from 18 October until 5 November. After this date internal students will not have preference over external applicants.**

**Information concerning the entry guidelines and description of all ESL courses to be offered in 2011 will be provided to each area in an information Folder. Use this to advise students on what they may be able to do next year.**

**Students are not automatically accepted into their referred course of first preference. They will be considered before external applicants but placement of students is at the discretion of the course coordinator.**