
Academic Progress

Procedure

Table of Contents

1. Procedure
2. Related Procedure
3. Related Forms
4. Procedure ID
5. Procedure Owner
6. Approved by
7. Approved date
8. Definitions

Issue Date:	Issue History:
August 2014	Initial release (V1.0)
September 2015	Reviewed
November 2016	Reviewed and updated related forms (V1.1)
August 2017	Reviewed and updated (V1.2) Removed Director of Quality Assurance
February 2018	Reviewed and replaced DIBP with DoHA (Department of Home Affairs) (V2.0)

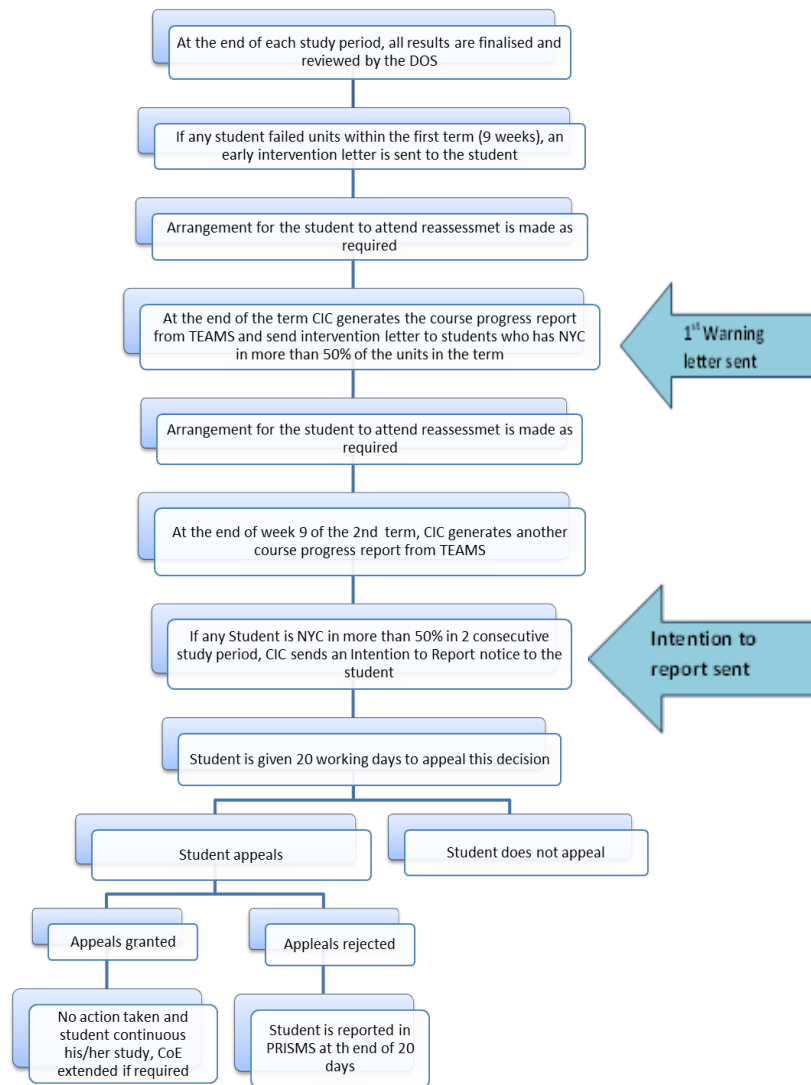
Procedure Title	Academic Progress
Procedure	<p>Process for assessing and monitoring satisfactory course progress</p> <p>The College has procedures in place to help students meet their course progress requirements. These are as follows:</p> <p>Assessment Tasks:</p> <ul style="list-style-type: none"> ❖ Assessment tasks are ongoing throughout the course of study. Students receive on going feedback about their course progress through these assessment tasks. ❖ In the first instance it is the responsibility of individual trainers/teachers to monitor the on-going progress of students within their classes and to intervene in a timely and appropriate manner where they feel that the student is at risk of not making satisfactory course progress. These interventions are to be documented via the Assessment Feedback [Moodle or Assessment notes] , Trainer Notes [TEAMS], and email records. ❖ Trainers may provide opportunities for students to undertake further assessment tasks ❖ Referral to the learning advisor for personal attention and/or attend nominated workshops ❖ And/or to re-submit and re-sit tasks if they have not completed these tasks successfully within the study period. <p>Such opportunities are provided as Early Intervention and/or Stage 1 intervention strategies.</p> <p>Recording of Results:</p> <ul style="list-style-type: none"> ❖ An Input Sheet to record the results/course progress of students is generated for each unit of competency delivered in each study period. The trainer who is responsible for delivering training in each unit records student progress results at the end of each study period. ❖ At the end of each study period, all results for that period are finalised within the study area. These results are then forwarded to Student Administration and entered onto the student database (TEAMS) by student administration. ❖ Course progress records will be kept in both hard-copy (within the Study area) and student database form (TEAMS). <p>Identification/Monitoring of Students who are at risk with regards to course progress</p> <ul style="list-style-type: none"> ❖ The College will monitor student progress and provide training intervention and support to enable the students to complete qualifications within the life of the CoE. Trainers monitor academic progress on a weekly basis, on a task and unit basis and at the end of each term. ❖ During the study period, trainers are responsible for giving students feedback about their course progress and for implementing any appropriate Stage 1 intervention strategies. They should also refer any students that they have identified as being at risk not meeting course progress requirements to the DOS, Learning Advisor and/or Student Support for counselling as per Intervention Strategy Stage 2. <p>The intervention strategy or strategies identified could include:</p> <p>Stage 1 (Undertaken by the trainer)</p> <ul style="list-style-type: none"> ❖ Attendance at nominated workshops ❖ Resubmission of assessment task ❖ Alternative re-submission dates identified ❖ Further opportunities for practical demonstration of competency identified ❖ Review of work groups for students if appropriate

❖ Referral to DOS and Learning Support Officer

Stage 2 – Undertaken by DOS & Student Support

- ❖ the need to repeat a Unit of Competency
- ❖ the need to re-sit/re-submit an assessment task
- ❖ further workshop attendance
- ❖ advice re study skills
- ❖ a review of groups and teams that the student is working with could be undertaken
- ❖ advice with regards to seeking external study skills support
- ❖ agreement of a revised study plan
- ❖ access to academic support classes, for example English language support, or seeking peer tutors
- ❖ referral to personal guidance counselling, internal and external
- ❖ counselling about the potential of transferring to another program in the College and in which the student would meet the entry requirements
- ❖ development of a mentor/buddy system for the student
- ❖ attendance at individual case management sessions

Unsatisfactory progress intervention procedure for 6 months course



Intention to report a student for not making satisfactory course progress

A student will be defined as not making satisfactory course progress if:

- ❖ they have not responded as require to the intervention strategy identified for them in their counselling for at **risk of not maintaining satisfactory course progress** and/or
- ❖ they are deemed not yet competent in 50% of course units

In this situation, the student will be informed by the College in writing of their intention to report the student for not achieving satisfactory course progress (Documentation: Intention to Report Letter-Course Progress)

- ❖ The written notice will inform the student that he/she will have 20 working days to access the College Complaints and Appeals process.
- ❖ Where the student does not access the Complaints and Appeals processes within the 20 working day period, or withdraws from the process or the process is completed and results in a decision in favour of the College, the College will notify DoHA through PRISMS of the student not achieving satisfactory course progress as soon practicable.

Who is responsible for recording, monitoring, counselling and reporting on course progress?

- ❖ Trainers/teachers
- ❖ Learning Advisor
- ❖ Student Welfare Counsellor
- ❖ Enrolment Variation Officer

Evidence and documentation to support these procedures

- ❖ Individual student course progress records
- ❖ Trainer Report Form- Student at Risk with regards to Course Progress
- ❖ Counselling notes including details of Intervention Strategies/records/email correspondence
- ❖ Medical records etc.
- ❖ Intention to report letter – course progress
- ❖ Breach notice
- ❖ Section 20 notice generated by PRISMS

Procedures - Course completion in expected duration

International students must enrol in sufficient units in each study period to ensure that the total number of units required to complete the course will be completed within the expected duration.

International students can only vary their enrolment in a full time load in a study period when they are on an intervention strategy

CIC will monitor students' study load through the student management system (run: study hours report) and ensure student have a full time load or have an intervention strategy in place.

Extensions of Course Duration

Extensions to a student's course duration through the issuing of a new CoE are only permitted in the following limited circumstances:

	<ul style="list-style-type: none"> ❖ as the result of Compassionate or Compelling circumstances; or ❖ a student complying with CIC's intervention strategy for students identified as at risk of not making satisfactory course progress in accordance with the intervention procedures for unsatisfactory progress, where the student shows genuine progress but where insufficient time occurs to complete the program. <p>A CoE Extension Request must be received by the DOS 3 weeks prior to the end date of the current CoE. The DOS will respond in writing to the request within 5 working days.</p> <p>Where CIC approves the request, the DOS will notify the Registrar to create a new CoE in PRISMS and create copy for the student and student file. The Registrar is responsible for reporting and filing.</p> <p>Re-assessment</p> <p>Students deemed not competent as part of the academic progress monitoring procedures will be required to apply for re-assessment of work previously (or not) submitted. A fee applies and a study plan is created.</p> <p>Appeals Procedure (after Notice of Intention to Report has been issued)</p> <ul style="list-style-type: none"> ❖ If a student is not competent in more than 50% of units over 2 consecutive study periods, an Intention to Report notice is issued to the student ❖ The student is given 20 working days to appeal the decision ❖ The student may appeal this decision within 5 working days through the Overseas Student Ombudsman, www.oso.gov.au or phone 1300 362 072. If you choose to do this you must notify us of this process otherwise we may report you to DOHA before the external appeal process is finalised. ❖ The student must complete an Appeals form along with supporting documents to be assessed by the DOS <ul style="list-style-type: none"> ❖ If the student's appeal is successful, they will be permitted to continue study and/or granted a CoE extension ❖ Should the student's appeal be rejected or should the student not apply to appeal, they will be reported in PRISMS at the end of the 20 day period. ❖ The student will then be offered a 5 business day period where by they can appeal the decision to report as stated above.
<p>Related Procedure:</p>	<p>Academic Integrity Policy Academic Progress Policy Student Support Policy Complaints and appeals Policy and Procedure Completion within the expected duration of study Policy Recording, monitoring and reporting attendance Policy and Procedure</p>
<p>Related Forms:</p>	<p>Early Intervention Strategy Communication [Letter/email] Stage 1 Intervention Contract Stage 2 Intervention Contract</p>
<p>Policy Owner and Delegated Authority</p>	<p>Director of Studies – Melbourne, Perth Director of VET Education Academic Coordinator</p>

Approved by:	CEO
Approved Date:	August 2014

Definitions

Compulsory Study Period

A compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment.

One Compulsory Study Period;

VET Courses = 12 Weeks or 1 term

At Risk

Being “at risk” of not meeting satisfactory course progress requirements means:

- Failing 50% or more units in a study period.

Compassionate or Compelling – Compassionate or Compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These can include but are not limited to:

- ❖ serious illness or injury, where a medical certificate states that the student was unable to attend class;
- ❖ bereavement of close family members such as parents or grandparents;
- ❖ major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies;
- ❖ a traumatic experience which could include involvement in, or witnessing a serious accident; or witnessing or being the victim of a serious crime; or
- ❖ where a registered provider is unable to offer a pre-requisite unit; or
- ❖ the student has failed occasional units throughout a course without warranting activation of an intervention strategy.