
Academic Progress

Policy

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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 revised (V1.2) Director of Quality Assurance removed
February 2018	Reviewed (2.0) Changed Standards 9 and 10 to Standard 8

1. Policy Title	Academic Progress
2. Purpose	Cambridge International College states that there is a direct relationship between the successful completion of assessment tasks, competency achievement with attendance and active class participation. Therefore in order to ensure satisfactory student course progress the College will record and monitor course progress in each Unit of Competency for which the student is enrolled. Course progress will be assessed at the end of the study period/term. A study period/ term is nine or ten weeks depending on the course. For a student to be making satisfactory course progress, a student will be required to achieve competency in at least 50% of the units of study attempted in any study period/term.
3. Policy Statement	<p>This Policy establishes principles and processes to ensure compliance for international students studying at Cambridge International College (CIC) with the requirements of the Education Services for Overseas Students Act 2000 and Standards 8 of the National Code 2018. It seeks to ensure that international students complete their studies within the expected duration specified in their eCoE, and that intervention strategies are implemented for students identified as being at risk of not making satisfactory course progress. Extensions to a student's eCOE can however be made as a result of compassionate or compelling circumstances or if 'at risk' student complies with an intervention strategy, shows genuine interest but where insufficient time occurs to complete the programme.</p> <p>The College has attendance and progress policies to which prospective students are directed to in the Conditions of Enrolment in the Letter of Offer which is attached to the Application form. This policy will also be continuously available to students via the policies tab on the college's website. The Pre enrolment handbook and the student handbook will give information to students about the policy and procedure and students also receive information at Orientation, and through continuous orientation and class induction procedures.</p>
4. Related Policy and Procedures	Academic Integrity Policy Student Support Policy Complaints and appeals Policy and Procedure Completion within the expected duration of study Policy Recording and monitoring attendance Policy and Procedure
5. Related Forms	Early Intervention Strategy Communication [Letter/email] Stage 1 Intervention Stage 2 Intervention Intervention Contract
6. Policy Owner and	

Delegated Authority	Director of Studies – Melbourne, Perth
7. Approved by	CEO
8. Approved Date	January 2018
9. Definitions	
<p>Intervention Strategy - Those actions, that the trainer or management recognises as needed for a student to successfully complete a course</p> <p>Satisfactory progress - successfully completing or demonstrating competency in at least 50% of the course requirements in a study term period.</p> <p>Satisfactory attendance –meeting the 80% attendance rate for scheduled classes in a study period/term which is required to meet student visa conditions, and making satisfactory academic progress.</p> <p>At Risk - Being “at risk” of not meeting satisfactory academic progress requirements means: Being deemed Not Competent in 50% or more of the total units in a study period/term</p> <p>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:</p> <ul style="list-style-type: none"> • 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. 	