

Satisfactory Course Progress Policy and Procedures (VET)

1. Purpose

The purpose of this policy and procedures is to ensure that student's course progress is monitored and reviewed and National Code Standard 10 is being met.

2. Responsibility

The VET academic head and student administration manager are responsible for the implementation of this procedure and to ensure that staff and students are aware of its application and that staff implement its requirements.

3. Definitions

Failing a unit means being assessed as "Not Yet Competent" for a completed unit.

Study period is defined as one term of 10 weeks duration.

4. Policy

- Unsatisfactory course progress is defined as failing 50% or more of units in two consecutive study periods in a course.
- Students will be notified of satisfactory course progress requirements and reassessment procedures during orientation and at the beginning of each course.
- At a minimum, the Institute assesses each student at the end point of each study period according to its course progress policy.
- The Institute has an intervention strategy that identifies and assists students who are at risk of not making satisfactory course progress.
- Where the Institute has assessed the student as not making satisfactory course progress, the Institute informs the student in writing of its intention to report the student and that he or she is able to access the Institute's complaints and appeals process within 20 working days.
- The provider notifies the Secretary of Department of Education and Training through PRISMS of the student not achieving satisfactory progress but only after the appeals process (if actioned) is finalised and upholds the provider's decision to report.

5. MONITORING COURSE PROGRESS

Student results are monitored at the end of each term, as follows:

Within one week of a term's end date, all student results for the term just ended are recorded by trainers onto the student management system.

Based on student academic results, the departmental coordinator prepares two reports as follows:

Satisfactory Course Progress Policy and Procedures (VET)

CATEGORY 1: TO BE REPORTED

These are students who have failed 50% or more of units in two consecutive study periods for the same course.

CATEGORY 2: INTERVENTION STRATEGY

These are students who have failed 50% or more of units but **not** in two consecutive study periods for the same course.

The coordinator sends the two reports to the student administration manager.

STUDENT SERVICES

On receiving the two reports, Student Services checks the number of units scheduled for each student to ensure that the student's study load has not been reduced as a result of course credits or a temporary suspension or deferment of studies.

Student Services makes any necessary changes to the coordinators' reports to ensure that the coordinators' NYC reports correctly reflect the study load undertaken by each student. If making changes to the reports, Student Services must obtain the coordinators' approval to make the changes.

All such changes need to be approved by the end of week 2 of the following term.

Once the changes have been approved, Student Services implements one of the following procedures:

CATEGORY 1: TO BE REPORTED

Students who have failed 50% or more of units in two consecutive terms for the same course are sent an Intention to Report (ITR) letter to the student's current address held by the institute.

The letter will state that records show that the student's course progress is unsatisfactory and the institute intends to report the student to the government agency which issued the student's study visa. Reporting is made via PRISMS.

Reporting will result in the cancellation of the student's COE.

The letter will also indicate that the student has 20 working days within which to appeal the Institute's intention to report the student to DIBP.

Once a student is reported for unsatisfactory progress, a notification letter is sent to the student's current address held by the Institute and a copy placed on the student's file.

Satisfactory Course Progress Policy and Procedures (VET)

CATEGORY 2: INTERVENTION STRATEGY

Students who have failed 50% or more units in the current (but not in the previous) term are sent a warning letter and email requesting that the student contact the school immediately to implement an intervention strategy. Student Services is responsible for contacting the students.

The letter/email will inform the student that he or she:

1. has failed 50% or more of units and is at risk of making unsatisfactory course progress which may result in the student's visa being cancelled.
2. needs to contact the school to make an appointment to meet with the departmental coordinator to implement strategies to ensure that the student passes all NYC units
3. is required to participate in an intervention strategy to ensure that the student maintains satisfactory course progress and that the student has 2 weeks within which to respond.

6. INTERVENTION STRATEGIES

Intervention strategies employed to help the student will depend upon individual student needs.

Intervention strategies may include but are not limited to:

- i. Requesting the student to register to redo failed units
- ii. Requesting that the student come to school during school break time and resit failed assessments
- iii. Providing one-to-one assistance and counselling with a qualified trainer
- iv. Discussing with student issues relating to time management skills, examination techniques, motivation and other issues which may be impacting on the student's ability to complete his or her course
- v. Reducing the student's study load temporarily
- vi. Where appropriate, request that the student undertake an English language course to improve his or her English to a level that will enable the student to complete his or her VET course satisfactorily. Such additional English classes may incur a fee.
- vii. Extending the students COE end date to enable the student to complete failed units.

During the intervention meetings, the trainer will document a plan that will enable the student to redo all failed units and obtain competency in those units.

Satisfactory Course Progress Policy and Procedures (VET)

A copy of the intervention plan is given to the student and the original placed in the student's file kept with Administration.

A copy also needs to be forwarded to the Departmental Coordinator for monitoring and filing.

It is the trainer's responsibility to ensure that the student is following the intervention strategy and reasonable adjustments may need to be made to the strategy to ensure the student completes all NYC units within a reasonable time-frame.

If the student is not complying with the strategy, the trainer needs to contact the coordinator. Remedial action may need to be taken such as working with Student Services to contact the student again to organise a counselling meeting to discuss reasons for the student not fulfilling his or her obligations agreed to under the strategy.

8. Revision history

Revision	Date	Description of modifications
1	June 2008	Original
2	June 2009	No changes made
3	December 2009	Minor formatting
4	December 2010	Annual Review
5	December 2011	Annual Review
6	Sept 2012	Significant changes introduced relating to warning letters, log, contacting students.
7	Nov 2012	Revision
8	Jan 2013	Review of procedures for reporting, fines and other matters
8.1	March 2013	Review of procedures for reporting.
8.2	April 2013	Minor formatting
8.3	May 2013	Minor formatting
8.4	Sept 2013	Minor editing
8.5	Nov 2013	Minor editing
8.6	Feb 2014	Study period redefined from semester to term
9.0	April 2015	Policy renamed as Course Progress and Intervention Policy and Procedures, DIAC changed to DIBP, DISTREE changed to DoET and other formatting.
10.0	June 2016	Policy update
10.1	August 2016	Minor formatting

Reference: Standard 10 (The National Code 2007)