

4.1. COURSE PROGRESS POLICY

1. Purpose and Scope

- 1.1. The purpose of this policy is to ensure that students' course progress is monitored and reviewed, and that ACTB (ACTB) takes intervention action when a student is at risk of not progressing satisfactorily or completing their course as per the requirements of National Code 2018 (Standard 8).
- 1.2. ACTB is implementing the *DET (formerly DEEWR) – Department for Home Affairs ("DHA") (formerly DIAC) Course Progress Policy and Procedures* for CRICOS Providers of VET Courses for all its vocational courses.
- 1.3. This policy applies to all international students enrolled in any course offered to international students (all CRICOS registered courses).
- 1.4. ACTB will document and implement a detailed policy and process for monitoring the attendance of overseas students in the event that this requirement is set as a condition of ACTB's registration by the regulatory authority. In such an event, ACTB will comply with the requirements outlined in Standard 8.10, 8.11 and 8.12.

2. Responsibility

- 2.1. The CEO or delegate is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application.
- 2.2. The CEO / delegate / training manager is responsible for determining the training and assessment strategy for the course. The training and assessment strategy will specify how the course is divided into study periods / blocks and the workload for each study period / block.

3. Policy Statement

- 3.1. The progress of each student shall be monitored, assessed, and recorded.
- 3.2. Each student shall be assessed at the end point of each Block and their course progress shall be determined.
- 3.3. An intervention strategy (verbal and / or written) will be implemented to assist students who are at risk of not making satisfactory course progress.
- 3.4. Where ACTB has assessed the student as not meeting satisfactory course progress, (after the intervention strategies have been exhausted) ACTB will inform the student in writing of its intention to report the student to DHA and that he or she is able to access the Complaints and Appeals process within 20 working days.
- 3.5. ACTB shall notify the Secretary through PRISMS within 14 days of the student not

achieving satisfactory progress after the appeals process (if actioned) is finalised and upholds the ACTB's decision to report.

3.6. **Requirements for achieving satisfactory course progress** – A student will be deemed to have achieved satisfactory course progress if he/ she satisfactorily completes and achieves competency in 50% or more of the Units attempted in the study period / block.

- Competency is determined by the Assessors based on the specific competency requirements related to each Unit.
- Academic misconduct, such as plagiarism, is not acceptable and the student will be required to resubmit work, if relevant. Additional information on the expected 'Code of Conduct' is available in the 'Code of Conduct' and procedures to handle misconduct is included in the 'Complaints and Appeals Policy'.

3.7. **Students at risk** - are defined by ACTB as students who:

- have failed to achieve competency in 50% or more of units or prescribed assessments attempted in a study period / block
- have unsatisfactory performance in class and show very little learning progress
- have unsatisfactory attendance which is deemed to be insufficient to achieve satisfactory course progress by their instructor

4. **Definitions**

4.1. Study Period / Block

- A study period / block for courses – 5 weeks
- Each college term is a 10-week duration (which comprises of two 5-week study periods / blocks).

4.2. Meeting course requirements

- Satisfactorily completing and achieving competency in more than 50% of units or prescribed assessments in a study period / block

4.3. Unsatisfactory course progress

- Failing to satisfactorily complete and achieve competency in 50% or more of units or prescribed assessments in 2 consecutive study periods / blocks.

5. **Method**

5.1. A failure in 50% or more units in a single study period / block will trigger a review of academic progress and implementation of an intervention strategy by the College.

5.2. Units that have been completed at the end of a study period / block and have a final unit

result will be evaluated by the student administrator in accordance with the course progress and intervention strategy.

- 5.3. Where a unit runs for more than one study period / block, early intervention will be implemented at the end of each term of delivery. If the student has not satisfactorily completed all assessment tasks in that term, they will be deemed as being 'at risk' of failing the unit.
- 5.4. Early intervention based on assessment task failure is not counted toward formal course progress. Early intervention is only implemented to assist students in achieving satisfactory course progress.
- 5.5. Failing a unit means being assessed as "Not Yet Competent" for a completed unit.
- 5.6. Students will be counselled if they have failed any unit in a study period / block or if they have failed two or more core units in any study period / block
- 5.7. Within 10 working days of the completion of a study period / block the student administrator will review the course progress of all students and identify those students who have failed 50% or more units in the study period / block.
- 5.8. Within 10 working days of the completion of a study period / block all students identified as having failed 50% or more units will be contacted requiring them to attend a course progress interview with the course program manager.
- 5.9. At any point in the term, if ACTB believes a student is struggling and may not achieve satisfactory progress, an early intervention may be activated. The early intervention requires an interview with the course program manager and strategies identified to assist student to pass the unit.
- 5.10. At the course progress interview the student may be placed on a Student Monitoring Program with one or more of the following intervention strategies put in place:
 - Student attendance timetable drawn up
 - Student study time table drawn up
 - A fortnightly intervention meeting for the current study period / block with the course program manager or a delegated person will be scheduled
 - A fortnightly academic involvement report requested from each subject instructor
 - Advice of course suitability
 - Opportunities to be reassessed in tasks or subjects previously failed, or be able to demonstrate the necessary competency in areas in which they had not previously been able to achieve competency
 - Advising students that unsatisfactory course progress in two consecutive study periods / blocks could lead to them being reported to DHA and cancellation of his or her visa, depending on the outcome of any appeals process.
- 5.11. At the fortnightly intervention meeting the following will be reviewed

- Fortnightly attendance
 - Fortnightly academic involvement
 - Implementation of the study timetable
- 5.12. All students training plans, results, course progress, and interventions (if any) shall be recorded in the student management system or student file on an ongoing basis.
- 5.13. If a student fails 50% or more units in two consecutive study periods / blocks (after having been on the Student Monitoring Program and interventions put in place) thus failing to meet course progress requirements, then ACTB will notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The student will be informed they have 20 working days to appeal the decision to report via the Complaints and Appeals process. If the appeal is not upheld or the student withdraws from the appeal process, ACTB will report the student to DHA. A copy of all the documents and PRISMS notifications will be put in the student management system or student file.
- 5.14. During the intervention period, students who fail to maintain 80% attendance, fail to achieve set satisfactory academic progress goals or fail to implement the study timetable may be reported to DHA for unsatisfactory academic progress.
- 5.15. Students failing to attend the fortnightly intervention meeting without a reasonable excuse may trigger the reporting process to DHA for unsatisfactory academic progress.
- 5.16. In exceptional circumstances, ACTB may extend the duration of the student's enrolment if he/ she is unable to complete the course within the expected duration. These circumstances are listed below and will be examined on a case by case basis, subject to sufficient supporting evidence being available to ACTB:
- Compassionate or compelling grounds exist
 - ACTB has implemented a special intervention strategy to help the student achieve satisfactory course progress, or
 - An approved deferral or suspension of study has occurred (based on the ACTB 'Deferral, Suspension and Cancellation Policy').

In circumstances where a student's course duration is approved and changed by ACTB, the student must be notified to contact the Department of Home Affairs to seek advice on the potential impact to their visa, including any visa extensions that may be needed.

6. Records

- 6.1. All records related to students' course progress and attendance will be retained in the Student's file for a minimum period of two years after the student ceases to be an accepted student at ACTB.

7. Publication

- 7.1. These Course Progress Policy and Intervention Strategy will be made available to staff, students and persons seeking to enrol with Australian College of Technology and Business P/L through publication on the College's website (<http://www.actb.com.au/student-handbook/>).