



INTERVENTION STRATEGY (STUDY PLAN) POLICY

Policy objective

This policy provides guidelines for monitoring student's course progress.

Responsibility

CEO will be responsible for the implementation and monitoring of the policy and to ensure that staff and students are aware of its application and procedures.

Scope

This policy applies to International students enrolled in courses offered by the College.

Intervention Strategy (Study Plan)

The intervention strategy (SP) will specify what additional support will be provided to students at risk of not meeting satisfactory course progress requirements. Strategies for assisting students at risk could include, but are not limited to, the student: attending academic skills programs;

- attending tutorial or study groups;
- receiving individual case management;
- attending counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring;
- being placed in a suitable alternative subject within a course or a suitable alternative course; or
- a combination of the above and a reduction in course load.

1. The intervention strategy will include provisions for:
 - a. where appropriate, advising students on the suitability of the course in which they are enrolled;
 - b. assisting students by advising of opportunities for the students to be reassessed for tasks in units or subjects they had previously failed, or demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency; and
2. At the end of each compulsory study period, students will be assessed against the course progress policy. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy is implemented. The intervention strategy will be activated no later than the first four weeks of the following study period.
3. However, if CDT identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, CDT will implement its intervention strategy (SP) as early as practicable.
4. If a student is identified as not making satisfactory course progress in a **second consecutive compulsory study** CDT will notify the student that they may not qualify for a full qualification.
5. A student may appeal on the following grounds:
 - a. CDT's failure to record or calculate a student's marks accurately,
 - b. compassionate or compelling circumstances, or
 - c. CDT has not implemented its intervention strategy (SP) and other policies according to its documented policies and procedures that have been made available to the student.
6. Where the student's appeal is successful, the outcomes may vary according to the findings of the appeals process.



- a. If the appeal shows that calculation, and the student satisfactory course progress there is no requirement for intervention. there was an error in actually made
- b. If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support must be provided to the student through the provider's intervention strategy.

Procedures for monitoring and managing Intervention Strategy (Study Plan)

- The student pass rate / competency will be demonstrated at the end of every unit, once the trainers have submitted the results of the term to the administration department.
- The CEO or delegate will review all students' results and identify and contact students via letter / phone / email who have been marked Not Yet Competent (NYC) to make an appointment to discuss their Intervention Strategy with the email info@cd.edu.au.
- However, if CDT identifies that a student is at risk of making unsatisfactory course progress, the CEO will implement CDT's intervention strategy as early as practicable.
- The CEO will invite the student to a personal interview / counselling session by SMS, email or personal contact after receiving assessment results or after consultation with a trainer to understand the reasons causing low Intervention Strategy. The CEO will make recommendation / propose solutions to the students to improve their performance.
- The CEO will make notes of the meeting in the student management system for future reference and complete a "Student Counselling" & "Student Intervention" forms.
- Students failing to maintain the minimum course progress standard will be issued with a **letter of concern**, the student will be initially given an opportunity to discuss their reasons / problems with the CEO for their failure to achieve the minimum Intervention Strategy. This letter provides an opportunity to the student to discuss his/her situation with the Student Services office. The CEO will counsel the student and seek clarity on the issues and address any of their concerns. This is an intervention strategy, where the CEO discusses the issues revolving around student's failure to meet minimum Intervention Strategy requirements. The CEO also informs the student that he/she will run a risk of his/her failing the course.
- The CEO acts as a point of contact and offers initial and basic support to students on matters and issues that fall within his/her capacity. However, if the CEO considers the needs of professional counselling or support services for the student, then CDT will seek or recommend professional counselling agency to the student.
- The CEO will execute measures to rectify the issues to the best of his/her ability and monitor student's progress in the following term. This will be recorded in "Student Support / Counselling Form", which will be completed by the CEO after meeting with the student.
- However, if the student continues to under achieve in a second consecutive unit and is deemed Not Yet Competent, despite attempts by the college to assist him/her in his/her learning, following confirmation of assessment results.
- Students will have the opportunity to access CDT's complaints and appeal process
- Please refer complaints and appeals policy for internal and external appeals held with student administration or can be accessed at www.cd.edu.au