



Course Progress Policy

Purpose

The purpose of this policy is to ensure that Career Development and Training monitors students to ensure that they can complete their course within the duration and that timely intervention strategies are implemented for students who are at risk of failing to meet course progress requirements.

The intention of this policy is to provide all students with the best opportunity to meet their study goals and aspirations and to ensure that students do not breach their visa requirements.

Definitions

Academic staff includes staff involved in Teaching, Training and/or Assessment to overseas students for Vocational Education and Training

DET means Department of Education and Training

Study period is defined as a discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the registered provider as long as that period does not exceed six months.

Training Product means AQF qualification, skill set, unit of competency, accredited short course or module.

Policy

Completion within expected duration

Domestic Students must complete their studies within the expected duration specified.

Study Periods

For VET Students

- Study periods may also be known as 'terms' and are described Training and Assessment Strategies and course outlines. They are designed to ensure the academic integrity of the course is upheld.
- Each study period is divided in half forming a monitoring point at mid and end points at which students are assessed for satisfactory course progress. A student must be identified as at risk prior to being reported as having not met satisfactory course progress requirements.

Determining if a student has met course progress requirements

Students who do not meet course progress requirements are at risk of non completion of their course.

- Students must have demonstrated satisfactory course progress requirements by the end each study period.
- **For VET students** - this means, they must have successfully completed all the required assessment tasks.



Determining at risk students For VET Students

- VET Students will be deemed at risk of not meeting course progression requirements if they: do not participate in a summative assessment task.
- do not submit an assessment task within 2 weeks of the due date.
- have received an assessment outcome of Not Competent for one or more assessment tasks.

Progress Monitoring

All students' progress will be monitored using the *Course Progress and Attendance Monitoring*.

At the end of each monitoring period:

- The monitoring report is updated by the CEO including a status of progressing, at risk or not progressing for each reporting date. This is based on current evidence located in student files and other academic records.
- The CEO will consult with academic staff if there is any uncertainty or more evidence needed to confirm or deny a student's course progress status.

The monitoring report will also record commencement and review dates for all Intervention Strategies.

Resubmission of Assessment

Re-Submission of Assessment: Students who are deemed NOT-satisfactory on attempt (1) one of the assessment Task/s will be required to resubmit with the required assessor comments and re-issue their assessment Task within the requested time frame assigned by the trainer.

If the student is again deemed Not-satisfactory the trainer will advise the CEO of the students lack of completion of the assessment task and the student will be allowed to re-submit the second time at a cost of \$50 per task of the assessment. An intervention strategy (study plan) will be organised by the trainer for the student. If the student is again deemed Not-satisfactory the trainer will advise the CEO of the students lack of completion of the assessment task and the student will be allowed to re-submit the third time at a cost of \$50 per task of the assessment. Comments will be added to the study plan. If the student is deemed now Not Competent then the student will be issued a NC on the transcript and advised by the CEO to best re-enrol at a cost of \$400 per unit and re-study the unit and complete the assessment tasks

NOTE: students are offered Remedial tutoring to assist with all re-submissions to guide the student through the assessment tasks.

All support is offered to the students – if students are not willing to take up this support the RTO will seek guidance from DHA as to the steps to be undertaken.

Under the COVID-19 situation in 2020 it has become apparent that students are less than willing to complete studies on time as per due dates. Students are advised via class with trainer, letters from RTO to seek support and acquire assistance for the tasks.

Intervention Strategy

Career Development and Training ensures that it identifies, notifies and assist students where there is evidence that the student is at risk of not meeting course progress requirements.

For students at risk of not meeting course progress requirements, an individual intervention plan will be developed that documents the support that will be provided. This may include:

- English language support;
- reviewing learning materials with the student and providing information to students and in a context that they can understand;



- providing extra time to complete tasks;
- providing access to supplementary or modified materials;
- providing supplementary exercises to assist understanding;
- attending academic skills programs;
- attending tutorial or study groups;
- attending study clubs;
- attending counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring;
- referral to external organizations where Career Development and Training is unable to address the identified learning or academic issues;
- 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.

Extension to an expected course duration

Extensions to the course duration specified are only allowed where:

- Where a student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory course progress, or
- An approved deferral or suspension of studies has been granted in accordance with Career Development and Training's

Deferral, Suspension and Cancellation Policy and Procedures. Compassionate or compelling circumstances apply, (suitable evidence must be provided), which may include but is not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience which has impacted on the student and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
 - where Career Development and Training is unable to offer a pre-requisite unit.
- where the student is unable to begin studying on the course commencement date due to delay in receiving a student visa.

All variations in the student's study load, including the reasons for the variation will be recorded on the student's file.



Online or distance learning enrolment

VET Students

Career Development and Training will not deliver a course exclusively by online or distance to an international student.