



Course Progress Policy and Procedure (VET)

Purpose

The purpose of this policy is to ensure that Australian Workplace Skills Institute (AWS) systematically monitors and reports student's course progress and ensure that they are able to complete their course within the enrolment period. This policy is stipulated in accordance with the requirements of Standard 8 of National Code of Practice for Providers of Education and Training to Overseas Students 2018. AWS are proactive in notifying, counselling, and provide the intervention strategy for students who are at risk of failing to meet their course progress requirements. AWS reports students, under Section 19 of the ESOS Act, who have breached the course progress requirements.

Scope

This policy applies to all current AWS students.

Course Progress Policy

AWS monitors, records and assesses the course progress of each student for the course in which the student is currently enrolled. This policy and procedure define the requirements for student satisfactory course progress, the processes for monitoring, recording and assessing the student course progress and the processes for the AWS intervention strategies for identifying and assisting students to achieve satisfactory course progress. The procedure sets out the processes for reporting student unsatisfactory course progress on PRISMS according to ESOS Act Section 19.

AWS assesses student's progress risk at the end of each compulsory Term. The Term is 10 weeks, one Term is considered the minimum length of time in which it is reasonable for the Admin and Academic Manager in assessing a student's course progress risk.

Unsatisfactory progress is defined as not successfully completing or demonstrating competency in 50% or more of the course requirements in TWO consecutive Terms.

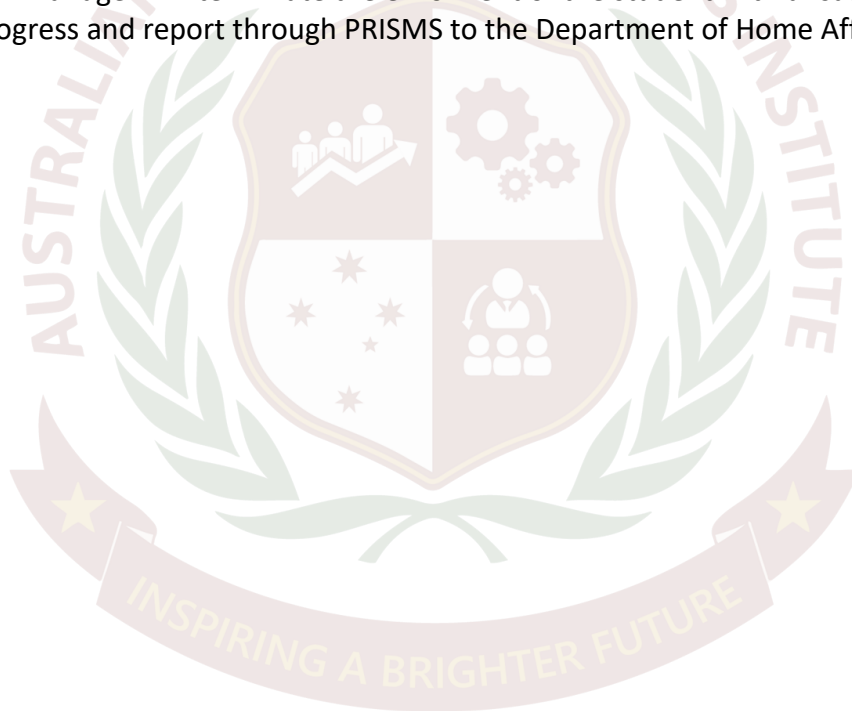
AWS is not required to monitor overseas student attendance as a condition of registration in the process of course progress monitoring and reporting. However overseas students must meet their visa obligations regarding attendance, wherever applicable.

Course Progress Procedure

- 1) The Admin Manager will monitor and assess satisfactory student course progress at the end of the second term of each individual student study period

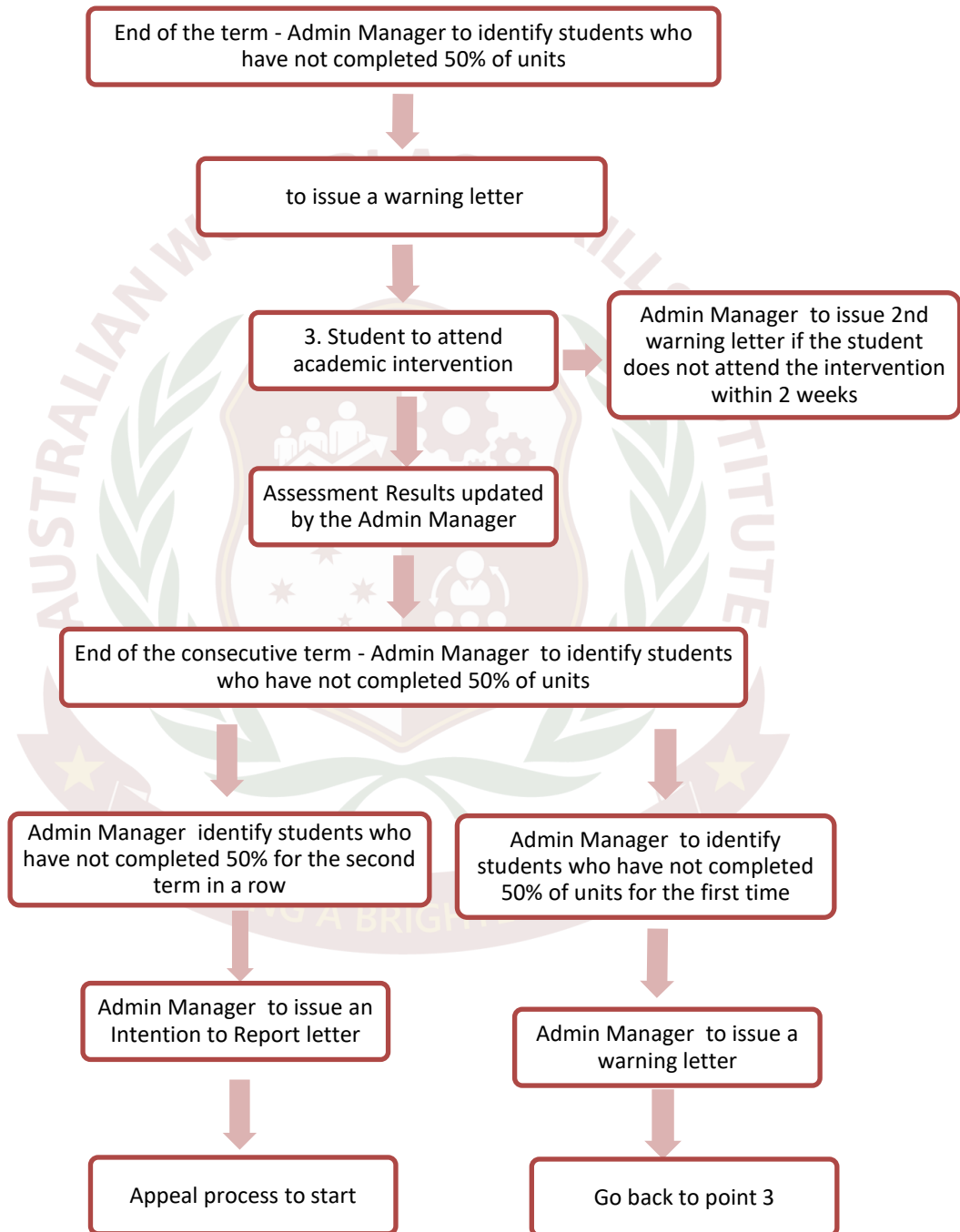


- 2) Requirements for achieving satisfactory course progress in at least 50% of total enrolled units within first 2 terms
- 3) Any student with unsatisfactory course progress will be notified of the intention to report. The student will be given 20 working days to lodge an appeal according to the College's Grievance, Complaints and Appeals procedure.
- 4) If the student chooses to access the College's Complaints and Appeals process, the student will be allowed to remain enrolled in his or her course and continue to attend classes whilst process is being conducted
- 5) On completion of the Complaints and Appeals process and if the process still confirms student's unsatisfactory course progress, the student will be advised formally of the student's being cancelled
- 6) The Admin Manager will terminate the enrolment of the student with unsatisfactory course progress and report through PRISMS to the Department of Home Affairs (DHA).





Monitoring Course Progress Procedure Flowchart



Intervention Strategy – Procedure

1. Students are assessed during each term. Every effort is made to assist the students during each term by our trainers and assessors by providing students with continuous feedback throughout the term.
2. Trainers and assessors mark completed assessments in Moodle and the outcome is transferred to Accelerate by Admin Manager.
3. At the end of each term, trainers and assessors will complete a course progress report and send this to the Academic Manager and Admin Manager.
4. The Admin Manager will run an excel-generated report from Axcelerate and also use Course Progress report from trainers and assessors to identify all students at risk based on the successful completion of less than 50% of the course requirements for the completed term
5. Whenever a student fails to present successful completion of 50% or more in a given term, they will receive the 1st warning letter where the first intervention process will be initiated by the College. Students will be contacted by the Admin Manager via email and phone (if required) to advise students that they are at risk of not meeting satisfactory course progress. Within 5 days of receipt of this letter, students are required to see the Academic Manager for the first intervention strategy meeting.
6. During the intervention meeting, students will be advised that unsatisfactory course progress in two consecutive terms for a course could lead to the students being reported to the Department of Home Affairs (DHA)

Students who receive a warning letter are required to attend a counselling interview with the Academic Manager. The outcome will be recorded, and students advised of what action they are required to take. Typical actions include but are not limited to:

Reassessment

If a student requires to be reassessed, the Academic Manager will make arrangements and the student is required to pay a reassessment fee and enrol for reassessment. The result will be followed up by the Academic Manager. At the end of the reassessment program, the Academic Manager will advise the administration department to update the student result record.

Catch Up Classes

In the case of a student being required to repeat the failed unit(s) because of compassionate or compelling reasons, the Academic Manager will make arrangements and inform the administration department / manager to extend course of enrolment. PRISMS will be updated for student course variation report.

LLN Support

In the case of a student requiring Language and Literacy and Numeracy Support, they will be advised to join the English support program.

Welfare Counselling

For students whose academic performance or ability is affected by personal circumstance, the Academic Manager will refer the student to the Student Counsellor and provide details of the academic situation. The outcomes of counselling, including any recommendations, are recorded by the Student Counsellor and informed to the Academic Manager/Admin Manager. Final approval of any recommendations remains with the Academic Manager. To access our Welfare Counselling support, a booking is required.

Completion within Expected Duration of Study

- At AWS, the course progress procedure requires that at the end of each Term, the results of each student are checked to determine the course progress status for that Term.
- AWS will extend the duration of the student's study only where it is clear that the student will not complete the course within the expected duration, and this only applies for the compassionate and compelling ground.
- AWS will implement the intervention strategy (see above) for students who are at risk of not meeting satisfactory course progress in an attempt to support students completing within their expected course duration.
- Australian Workplace Skills Institute will report the student enrolment change through PRISMS when there are changes to the original course duration.
- Records of variation must be maintained in the student file.
- The expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.
- All AWS students are required to complete their studies within the timeframe indicated on their CoE and student visa. AWS shall attempt all possible measures to ensure that all students are given the opportunity to complete their studies within this timeframe. A copy of CoE will be kept in each student's file and variations to the CoE will also be retained within the student file and the same information is stored in the student management system.



Definitions

National Code:	National Code of Practice for Providers of Education and Training to Overseas Students 2018
ESOS Act:	Education Services for Overseas Students Act 2000
Course:	Program of Education or Training defined as a course in the ESOS Act
PRISMS:	Provider Registration and International Student Management System
DHA:	Department of Home Affairs
Term:	A period of study
Intervention Strategies:	A strategy aimed at modifying a process, in order to change the expected outcome.





Document Control

Policy Owner:	AWS Institute Pty Ltd
Endorsed By:	PEO
Person Responsible for Implementation:	Admin Manager & Academic Manager
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