



Tracking student course progress procedure

To determine a whether a student's course progress is satisfactory or not, at the end of every term, trainers will compile a student course progress report for the classes that they teach. This is tracked through our student management system, Axcelerate.

Eg: of student profile and her course progress

Course details and Unit of Competency Status Last updated 02/03/2020

Course: Diploma of Leadership and Management
Intake: MDPLM4D3 - 2A 2019
Participant: Cindy ARUM
Employer:
Delivery Location: Use Default (3000 - Melbourne)
Trainer: Select a Trainer
Intake Progress: 75%
Attendance Progress: 2.7%
Status: In Progress - No Status Qualifier
Enrolment Dates: 21/08/2019 - 08/04/2019 - 15/03/2020

Eg. Course progress report

Student Number	First Name	Family Name	Course	Start Date	Finish Date	Units Attempted	Units Competent	Success Rate	Action Required	Trainer
WSCM00001	John	Smith	Advanced Diploma of Leadership and Management	10/8/19	21/4/20	3	1	33%	Yes	JB
WSCM220974	Wei	CAI	Diploma of Leadership and Management	8/7/19	5/7/20	4	0	0%	Yes	AS
WSCM040997	Yuan	CAO	Diploma of Leadership and Management	12/6/19	9/8/20	2	0	0%	Yes	AS
WSCM040893	Hongnail	CEN	Diploma of Leadership and Management	8/7/19	5/7/20	4	3	75%	No	AS
WSCM210883	Kok Wai	CHAN	Diploma of Leadership and Management	8/7/19	5/7/20	4	3	75%	No	AS
WSCM251290	Patricia Poh Yee	CHAN	Diploma of Leadership and Management	8/7/19	5/7/20	4	2	50%	No	AS
WSCM250994	King Chi	CHAN	Diploma of Leadership and Management	8/7/19	5/7/20	4	0	0%	Yes	AS
WSCM230684	Po-Hao	CHANG	Diploma of Leadership and Management	8/7/19	5/7/20	4	0	0%	Yes	AS
WSCM271090	Zehan	CHEN	Diploma of Leadership and Management	8/6/19	5/4/20	7	5	71%	No	AS
WSCM240580	Zhian	CHEN	Diploma of Leadership and Management	13/5/19	10/5/20	5	0	0%	Yes	AS
WSCM040824	Qiang	CHEN	Diploma of Leadership and Management	12/6/19	9/8/20	2	1	50%	No	AS
WSCM250396	Densen	CHEN	Diploma of Leadership and Management	12/6/19	9/8/20	2	1	50%	No	AS
WSCM040791	Hao	CHEN	Diploma of Leadership and Management	12/6/19	9/8/20	2	0	0%	Yes	AS
WSCM090995	Xiangun	CHENG	Diploma of Leadership and Management	7/1/19	6/1/20	10	8	80%	No	AS
WSCM211088	Xiaodi	CHENG	Diploma of Leadership and Management	12/6/19	9/8/20	2	0	0%	Yes	AS
WSCM130787	Mun Ghee	CHONG	Diploma of Leadership and Management	12/6/19	9/8/20	2	0	0%	Yes	AS
WSCM010177	Kia Liang	CHUA	Diploma of Leadership and Management	12/6/19	9/8/20	2	1	50%	No	AS
WSCM110491	Weyi Chieh Eddy	CHUH	Diploma of Leadership and Management	8/7/19	5/7/20	4	0	0%	Yes	AS
WSCM040187	Cyril Marc	COGN	Diploma of Leadership and Management	8/4/19	5/4/20	7	0	0%	Yes	AS
WSCM190295	Samuel Harper	COWIE	Diploma of Leadership and Management	8/4/19	5/4/20	7	0	0%	Yes	AS
WSCM210697	Ziuan	DENG	Diploma of Leadership and Management	8/4/19	5/4/20	7	0	0%	Yes	AS
WSCM161297	Jiesiong	DENG	Diploma of Leadership and Management	13/5/19	10/5/20	5	5	100%	No	AS
WSCM070888	Xinyue	DU	Diploma of Leadership and Management	12/6/19	9/8/20	2	0	0%	Yes	AS
WSC121130	Victoria Faith	ELIZAGA	Diploma of Leadership and Management	8/7/19	5/7/20	4	2	50%	No	AS
WSCM290600	Wenjing	FENG	Diploma of Leadership and Management	8/6/19	5/4/20	7	0	0%	Yes	AS
WSCM180491	Hao Un	GAN	Diploma of Leadership and Management	24/6/19	5/7/20	4	1	25%	Yes	AS
WSCM021091	Nurul	HABE	Diploma of Leadership and Management	8/4/19	5/4/20	7	4	57%	No	AS
WSCM270488	Yansong	HAN	Diploma of Leadership and Management	22/7/19	5/7/20	3	3	100%	No	AS
WSCM270196	Yanfang	HE	Diploma of Leadership and Management	13/5/19	10/5/20	5	1	20%	Yes	AS
SN0000065	Chee Sheng	HO	Diploma of Leadership and Management	7/1/19	5/1/20	10	8	80%	No	AS
WSCM010888	Ruixin	HU	Diploma of Leadership and Management	25/3/19	22/3/20	8	1	13%	Yes	AS

Student's course progress status

- C – Competent
- CA – Continuing Activity, Student taught the unit however yet to achieve competency
- CNA – Not competent
- NYS – Not yet started unit



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These progress reports are then sent to the Student Service Officers who then will issue warning letters to students via email. Students also receive an Intervention strategy email which mentions they will need to book in a time to meet with our Academic Manager to devise a plan to ensure the student completes their assessments in a timely manner. We allow a time frame of up to 2 weeks for students to respond and meet with our Academic Manager.

If there are students who do not respond to the initial first warning and book in a time for an Intervention strategy to be put in place, a follow up email is sent through Axcelerate in the form of a final warning to the student and Student Service Officers will contact the student via phone call to encourage them to come into the college.

At the end of the consecutive term, assessors will compile another progress report through checking students results on Axcelerate, which is passed onto our Student Service Officers who then will send out warning letters via email to students.

If the student has failed to maintain 50% course progress for a second term in a row, he/she will receive a "Notice of Intention to Report to DHA" email in place of a first warning. When a student is issued a "Notice of Intention to Report to DHA" email, he/she has 20 working days to appeal the decision through submitting an appeal form to the college either via email or in person.

If an appeal form is received from a student, the Academic Manager will then assess to see if there is a compelling enough reason as to why he/she should not have their COE cancelled. Should the appeal be granted, student's COE will not be cancelled but student will be closely monitored to ensure they are upholding their course progress.

