

Course Progress and Attendance Policy and Associated Procedures

Purpose of the policy

This policy and associated procedures outline Australian College of Excellence approach to ensuring international students enrolled in both VET and ELICOS courses maintain satisfactory course progress and attendance throughout their studies to ensure they can complete their course within the required duration as specified in their confirmation of enrolment (CoE). This policy and associated procedures also outline the procedures for managing unsatisfactory progress.

This policy meets the requirements of Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Policy statements

Overview

Australian College of Excellence monitors international students' course progress and attendance to ensure they are able to complete their course within the required duration.

The duration of the course as specified on the student's CoE will never exceed that registered on the CRICOS register.

Australian College of Excellence advises students before they commence their course of the requirements to achieve satisfactory course progress and attendance, including that students who do not meet course progress requirements are at risk of having their visas cancelled. This advice is included in the International Student Handbook, Course Brochure and within the Orientation.

All records of course progress and monitoring will be kept.

Monitoring course progress and attendance

A number of strategies will be used to determine whether a student is at risk of, or is making unsatisfactory progress and attendance.

Course progress and attendance is monitored weekly during each study period as follows:

By reviewing the satisfactory completion of assessments General English - 60% or no less than 50% for each skill • English for Academic Purposes (EAP) – 55% or above

- (see individual VET assessments and ELICOS curriculum/associated assessments for further details regarding assessment requirements).
- By reviewing the student's attendance record to ensure that they attend a minimum of 80% of their scheduled classes and have not been absent for more than 5 consecutive days without approval for a leave of absence.
- By assessing the student's participation in class.

Course progress monitoring will determine the need for a student to participate in an intervention strategy. Australian College of Excellence commits to an early intervention approach.

A student enrolled in a VET course will be deemed at risk and be required to participate in an intervention strategy if:

- they have an overall result of Not Yet Competent for a unit
- do not attend classes on a regular basis
- do not participate in learning activities within the classroom.

A student enrolled in an ELICOS will be deemed at risk and be required to participate in an intervention strategy if:

- do not participate in a formative or summative assessment test.
- have not achieved a passing rate on a summative assessment task at the mid-point of the study period.
- are not maintaining satisfactory attendance of at least 80%.

All course progress and attendance monitoring is achieved by reviewing data on the student management system.

Intervention strategy

Unsatisfactory Academic Progress

A student who is assessed for the first time as achieving unsatisfactory progress, as previously described, will be considered at Intervention Level 1 and the initial intervention process is implemented with the development of a plan to achieve a return to satisfactory progress.

A student who has progressed through Intervention Level 1 and is identified as still not achieving satisfactory progress will be identified as Intervention Level 2. The Intervention activation must be immediately implemented to determine if the student can complete the course within the duration specified in their CoE. The timeframe to determine if a student can complete the program within the CoE duration is calculated by the remaining normal scheduled time until the completion of academic delivery for the specified program. If the time is determined as insufficient, within normal delivery parameters, then the student will be provided with a written notice of intention to exit them from the Ace College. The complaints and appeals process may be implemented by the student, and they have 20 working days in which to do so. Whilst this process is being conducted the student will be permitted to attend classes and will be placed on an “Intervention Level 2” condition for the semester with a plan in place.

Calculations to Determine Academic Progress

Period Duration

The following calculation is to be used for determining academic progress and can be used for study periods or complete programs. The result will indicate the current progress. It may be possible for a student to have less than 50% progress and still be able to recover to above that figure. To determine this, use the calculation below:

$$\frac{\text{UOC successful}}{\text{Total UOC for the period}} \times \frac{100}{1} = \text{Percentage Academic Achievement}$$

Students who are identified at risk of not meeting course progress and attendance requirements are required to participate in an intervention strategy.

The intervention strategy will be developed to meet the student's needs and documented in an Intervention Strategy Form.

Students who are identified as being at risk will be informed in writing that they are at risk. This will be in the form of two formal warning letters and an intention of notice to report as follows:

- First warning letter: after failing one or more assessment tasks of a unit following resubmission and/or not meeting a minimum of 80% attendance requirements.
- Second warning letter: after failing one or more assessment tasks of a unit following resubmission and/or failing additional assessment tasks of a unit and/or not meeting minimum of 80% attendance requirement despite an intervention strategy.
- Notice of intention to report: after failing one or more assessment tasks of a unit following resubmission and/or failing additional assessment tasks of a unit and/or not meeting minimum of 80% attendance requirement despite an intervention strategy.

Exceptions

An exception may be made where a student is attending at least 70% of the course contact hours and is maintaining satisfactory progress.

Extension to an expected course duration

Extensions to the course duration specified on the CoE will be allowed if:

- compassionate or compelling circumstances apply and demonstrable evidence of such is provided
- where an intervention strategy is in place (or is about to be implemented) for the student because they are at risk of not meeting course progress or attendance requirements.

Reporting

Where a student has demonstrated unsatisfactory course progress and/or attendance in a study period despite interventions implemented, the Australian College of Excellence will:

- notify the student in writing of the intention to report the student for unsatisfactory course progress and/or attendance
- inform the student of the reasons for the intention to report
- advise the student of their right to dispute the decision by accessing Australian College of Excellence Complaints and Appeals Policy Procedure within 20 days of receiving the notice of intention to report.

Australian College of Excellence will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS if:

- the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
- the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period; or
- the student has chosen not to access the external complaints and appeals process; or
- the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

All records will be kept on the student's file including warning letters and the notice of intention to report.

Procedures

1 Assess course progress and attendance

- 1.1 Review data from the student management system on a weekly basis to determine if students are at risk of not meeting course progress requirements as per the definitions in the policy.
- 1.2 Check and record student attendance daily using an Attendance Sheet, the results of which are entered into the Student Management System. An attendance rate is calculated each week.
- 1.3 Contact the student via SMS and email if the student has been absent for more than 5 consecutive days without approval or they will not be able to achieve 80% attendance, This should be repeated until the student responds. Inform the student that their immediate attendance is required and they will receive a First Warning Letter as specified below.
- 1.4 Review data from student management system on a weekly basis to determine if students are at risk of not meeting course progress requirements as per the definitions in the policy.

2 Provide first warning and commence intervention strategy

- 2.1 Send the student a First Warning Letter of Unsatisfactory Course Progress/Attendance. Include the letter on the student's file.
- 2.2 Use the Intervention Form to guide the meeting with the student.
- 2.3 The document agreed interventions on the Intervention Form and implement immediately. Include the Intervention Form on the student's file.
- 2.4 Monitor progress through regular communication and document progress on form.
- 2.5 In consultation with the student, adjust the intervention if required and update the Intervention Form
- 2.6 Sign off on form when the intervention is complete and the student is meeting course progress/attendance requirements.

3 Provide second warning

- 3.1 Where the student is still not meeting course progress/attendance requirements, send the student a Second Warning Letter of Unsatisfactory Course Progress/Attendance.
- 3.2 Use the Intervention Form to guide the meeting with the student.
- 3.3 Advise the student that despite the interventions agreed to, they have still not been making progress. Identify their reasons for such and document in the progress report section of the Intervention Form.

- 3.4 Document any agreed adjusted interventions on the Intervention Form and implement immediately.
- 3.5 Monitor progress through regular communication and document progress on form.
- 3.6 Sign off on form when the intervention is complete and the student is meeting course progress/attendance requirements.

4 Advise of Notice of Intention to Report

- 4.1 Where the student is still not meeting course progress/attendance requirements, send the student a Notice of Intention to Report for Unsatisfactory Course Progress/Attendance.
- 4.2 If the student does not appeal against the decision to report them or if their appeal is unsuccessful, report the student via PRISMS for breach of course progress requirements.
- 4.3 Complete all actions associated with cancellation such as removal of student's email account, access to Australian College of Excellence property and so on.

Responsibilities of the college

- reviewing data to check course progress and attendance
- conducting meetings with students and developing and monitoring intervention strategies
- reviewing student appeals in relation to course progress
- reporting students through PRISMS.

The Receptionist/ Student support/ Admission Officer is responsible for:

- issuing warning letters and notices of intention to report.

Trainers and assessors are responsible for notifying the Training Manager (VET and ELICOS) of students they consider to be having difficulties with course progress and/or attendance.

Document Control

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| Endorsed by | RTO Manager |
| The person responsible for the implementation | All staff members and student support Officer |
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