

1 PURPOSE

To ensure all staff and students are aware of course progress requirements, and any possible outcomes that could result from failing to meet minimum course progress requirements.

2 POLICY

All students are expected to progress through their course as per their Training Plan or Training Schedule. Students are also expected to attend all scheduled classes and vocational placement sessions. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements. Registered providers report students who have breached their course progress requirements through PRISMS, under section 19 of the ESOS Act. The monitoring of course progress allows Axial International College to comply with its obligation under the National Code Standard 8 (Overseas Student Visa Requirements).

- To reach satisfactory course progress, students will need to achieve competency in 80% or more of the units they have during a study period. A study period is composed of 10 weeks (one term).
- Course progress will be monitored by the use of assessments. All students will be assessed regularly during the study period.
- Students who receive a Not Yet Competent result in four of their five available attempts at an assessment task for a unit of competency will be advised to contact Axial International College to arrange tutorial sessions. It is student's responsibility to do so.
- The course progress of all students will be assessed at the end of each term based on the cumulative units completed as at the end of that term. A record of each student's course progress will be maintained in Axial's Student Management System, VETtrak.
- Axial International College will implement its intervention strategy in respect of the students who are identified for the first time as making unsatisfactory course progress (see: 3. Intervention Strategy). Unsatisfactory course progress is having achieved "Not Yet Competent" results in more than 20% of the total number of units in the course by the end of the term.
- Where the student fails to achieve course progress for two consecutive study periods (terms), Axial will issue an Intention to Report advising of the college's intention to report the student's Confirmation of Enrolment to the Department of Home Affairs.

- All students will be regularly assessed during the study period. Assessments will be consistent with the ASQA Standards Registered Training Organisations and the relevant training package or accredited course.
- At the end of the compulsory study period, VETtrak system will identify those who have not demonstrated competency in at least 80% of the cumulative course requirements. Where students are at risk of failing to meet course progress requirements, they will be counselled and offered additional support to complete their studies (see: 3. Intervention Strategy).

3 Intervention Strategy

3.1 An intervention strategy will be implemented for students identified as having failed to demonstrate satisfactory course progress in at least 80% of their course requirements at the end of each term.

3.2 Axial's relevant staff will contact students who have failed to achieve satisfactory course progress (via phone call and/or sms, and post mail and/or email) to arrange an intervention meeting where student's challenges and difficulties will be discussed. During the meeting, the consequences of poor academic performance will be outlined and an intervention strategy will be implemented in order to assist student to achieve better academic outcomes during the following study term. The strategy may include but is not limited to:

- a) Individual support based on personal/academic difficulties;
- b) Identification and implementation of support strategies that might improve the academic results outcome, such as reassessment options;
- c) Extending the course of studies (subject to specific student visa specifications and providing student has a compelling and compassionate circumstance).

3.3 Students will be advised that unsatisfactory academic progress in two consecutive terms could lead to student being reported to the Department of Home Affairs leading to cancelation of visas.

3.4 A record of all intervention sessions and the specific support recommendations regarding study progress will be held in the VETtrak SMS and on the student's file.

3.5 If a student is identified as not making satisfactory course progress in a second consecutive term, the college will advise the student in writing of its intention to report the student's Confirmation of Enrolment to the Department of Home Affairs for not meeting course progress.

- 3.6** After an Intention to Report is issued, student has 20 working days to contact the college and lodge in an Internal Appeal form to initiate the college's internal complaints and appeals process.
- 3.7** The college must notify the Department of Home Affairs via PRISMS of student's unsatisfactory course progress as soon as practicable where:
- the student does not access the Complaints and Appeals Process within 20 working days, or
 - the student withdraws from the Complaints and Appeals Process, or
 - the Complaints and Appeals Process decision is in favour of the college.
- 3.8** While this process is conducted, student is required to enrol and honour his/her student responsibilities (attend minimum of 80% classes and maintain at least 80% of competency in their study units).
- 3.9** On expiry of the period noted in clause 3.7 above or on completion of the appeals process confirming unsatisfactory academic progress, the student's Confirmation of Enrolment will be reported through PRISMS to the Department of Home Affairs. This action automatically alerts the Department of Home Affairs. The student's enrolment with Axial International College will then be terminated.