1. Purpose

To identify the procedures by which the Student Progress Committee (SPC) reviews student progress in the event that students have not made satisfactory progress from:

- one stage/semester to the next stage/semester, or
- a course/program to another course/program.

2. Scope

This procedure applies to all WAI students except those enrolled in short courses, traineeships and apprenticeships.

3. Procedure

3.1 If a student's progress is considered unsatisfactory (as defined in 6.2 below), the Course Coordinator/Program Coordinator will

- produce a list of names from the official student record system to identify those students whose progress has been unsatisfactory, and
- provide the prepared list of students to the relevant Program Manager, and the General Manager – International Students in the case of international students.

3.2 The Program Manager will formally notify students with unsatisfactory progress, in writing, that they have been placed on probation for the following semester, after which a further review will take place. Students can apply to have the probationary status lifted under certain mitigating circumstances as explained in the probationary letter.

International students will be advised in the same letter that condition 8202 of their student visa requires them to maintain satisfactory academic performance. The Institute will notify the Department of Immigration and Multicultural and Indigenous Affairs (DIMIA) if an international student fails to make satisfactory academic performance, and their visa may be cancelled as a result.

3.3 A probationary student is required to:

- contact their Program Coordinator to discuss their enrolment and study plan,
- contact the WAI Counselling Service and attend at least one consultation,
- contact WAI Learning Support/International Learning Support office and attend at least one consultation, and
- complete all subjects the following semester or be automatically referred to the SPC.

3.4 At the end of the probationary semester the Course Coordinator will review the student's progress. The Course Coordinator will provide the Program Manager with a list of students whose progress is unsatisfactory and these students will be referred to the SPC. If progress has been satisfactory, the probationary status will be lifted.

3.5 The Program Manager on behalf of the SPC will send a written request to attend an interview with the SPC, to each student whose progress is unsatisfactory. This written request will also encourage the student to attend the WAI Counsellling Centre for assistance in preparing for their SPC interview.

3.6 Before the next semester enrolment, the SPC will interview each student whose progress was considered unsatisfactory.

3.7 The SPC will review relevant evidence provided by the student, such as medical certificates, letter from a Counsellor or treating clinician, report from a Learning Support/International Learning Support teacher, etc..

3.8 The SPC will make a decision about the student's enrolment in the course/program. This decision will result in one of the following outcomes:

- Approval to continue the course/program subject to meeting certain requirements/criteria (such as 100% attendance, regular meetings with Learning Support teacher/International Learning Support teacher/Counsellor, etc.)

  OR
- Approval to make an additional attempt to achieve competence in those units where progress was previously unsatisfactory, subject to meeting certain requirements, with continued enrolment dependent upon meeting these requirements

  OR
- Termination of enrolment.

As is the case for all students, enrolment in future courses/programs will be conditional upon successful completion of all units in the current course/program unless exceptional circumstances apply.

3.9 Following the SPC interview and review of evidence, the Program Manager will notify the student in writing of the committee's decision and the reasons for the decision. In the case of an international student, a copy of the letter will be sent to the General Manager – International Education Office for appropriate action.

The SPC must comply with the Information Privacy Act (Vic.) 2001 and adhere to equal opportunity and equity principles in each case.

Appeal Procedure

3.10. The student must lodge a written notice of appeal to the Student Progress Appeals Committee (SPAC), via the relevant director, within seven days of receiving the decision by the SPC.

3.11. The SPAC will consider each appeal on the following grounds :-

- The original decision was unreasonable, unjust, excessively harsh or resulted from a technical or administrative error.
- Additional information or evidence has become available since the decision.
- The decision by the SPC was not a legitimate execution of its decision-making powers.

3.12. The SPAC will hear the appeal and make a decision, which is final.

3.13. The SPAC will notify the relevant Director and Program Manager, and in the case of an international student the General Manager – International Education Office, in writing, of its decision and the reasons for the decision. The relevant Director will notify the student of the decision, in writing, within seven days.

4. References

4.1. AQTF Standards for Registered Training Organisations
http://www.anta.gov.au/publication.asp?qsID=86

4.2. WAI Student Guidelines

4.3. WAI Course guidelines

4.4. Education Services for Overseas Students Act 2000

4.5. National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students

4.6. International Students Enrolment and Re-enrolment Procedures

4.7. International Students Notifications to DEST/DIMIA Procedures

4.8. William Angliss Institute Strategic Business Plan 2003- 2005.

4.9. Information Privacy Act (Vic.) 2001

5. Responsibility

5.1. Course Coordinator/Program Coordinator:

- Assesses each student's progress from one semester to another or one program to another
- Towards the end of each semester, compiles a list of students not making satisfactory progress
- Supplies the list to the relevant Program Manager and in the case of international students the General Manager – International Education Office

5.2. Program Manager:

- Convenes the SPC
- Prepares and sends letters advising students that they are deemed "probationary"*
- Prepares and sends letters advising students that they are required to attend a SPC interview *
- Prepares and sends letters informing students of SPC interview decisions *
- Retains records of all SPC proceedings

5.3. Student Progress Committee (SPC):

- Interviews each referred student
- Reviews all available evidence
- Makes a decision about the student's enrolment in the course/program
- Keeps records of all proceedings and forwards these to relevant Program Manager

5.4. Student Progress Appeals Committee (SPAC):

- Reviews student appeal about the SPC decision
- Makes final decision and communicates it in writing to the relevant Director

5.5. Director:

- Convenes SPAC
- Notifies student and relevant Program Managers of SPAC decision *

5.6. General Manager – International Education Office:

- Notifies international students via registered mail of their risk of breaching the condition 8202 of their student visa

- Notifies DIMIA and the international student by registered mail if an international student enrolment is cancelled as a result of not maintaining satisfactory academic performance.

* In the case of international students the General Manager – International Education Office will also be notified.

6. Definitions

6.1. Student Progress: Refers to advancement form one stage/semester to the next stage/semester or from one course/program to another course/program.

6.2. Unsatisfactory Progress: Unsatisfactory progress is defined as:

- incomplete results in five or more units of competency in a semester, or
- repeated failure to complete a particular unit.

6.3. Achieving Competency: Reaching a satisfactory result in the unit concerned.

6.4. Probation: Refers to a period up to one semester in length during which – as a result of previous unsatisfactory progress – a student‘s academic performance is monitored, and after which their enrolment status is reviewed (see 3.4).

6.5. Student Progress Committee (SPC): Made up of 3 - 4 members. The Committee reviews the progress of each student and approves continuation or termination of the student’s enrolment. Members of the committee include the Program Manager, a teacher from the relevant course/unit, another WAI staff member, and if required a student advocate from the WAI community.

6.6. Student Progress Appeals Committee (SPAC): Made up of 3 members. The Committee hears appeals and makes appeal decisions. Members of the SPAC include the relevant Director and two other relevant staff members who were not present at the particular student’s SPC hearing.