

# Student Progress

## Policy

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Related policies and documents:	International Student Progress Procedure, Higher Education Student Progress Procedure, VET Student Progress Procedure Education Services for Overseas Students (ESOS) Act 2000 (Cwlth); National Code of Practice for Providers of Education and Training to Overseas Students 2018; Standards for Registered Training Organisations (RTOs) 2015. Student Complaints, Grievances and Appeals Policy; Student Complaints, Grievances and Appeals Procedure

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## Purpose

To ensure that William Angliss Institute (WAI) achieves a consistency of practice for the identification and management of unsatisfactory academic progress within a course of study across VET and Higher Education (HE) programs.

## Coverage

This policy applies to all students currently enrolled at WAI and progressing towards the completion of a qualification.

## Policy

WAI aims to optimise learning outcomes for students at each level of a student's enrolment and to provide a supportive teaching and learning environment that gives students every opportunity to make satisfactory academic progress.

WAI will manage progress where students are experiencing difficulties with their studies through appropriate and early intervention.

WAI will provide a documented Academic Progress Procedure to support the policy which describes the:

- requirements for achieving satisfactory course progression
- process for assessing satisfactory course progression
- intervention procedure for students identified as being at risk of failing to achieve satisfactory course progression
- process for determining the point at which the student has failed to meet satisfactory course progression
- procedure for notifying students who have failed to meet satisfactory course progression requirements

## Teaching Staff Responsibilities

Staff members have responsibility for monitoring and reporting academic progress to identify 'at risk' students, and where appropriate, making reasonable adjustments to teaching delivery methods and assessment tasks.

Specific attention must be given to the value and importance of timely feedback in motivating student responsiveness to effective learning.

## At Risk of Unsatisfactory Course Progress

Students are at risk of:

- A. Unsatisfactory Academic Progression: This refers to a student whose academic or work-based learning performance is such that they may require the provision of explicit learning support and assistance.
- B. Not Completing: This refers to a student who through disengagement, evidenced via poor attendance or absenteeism, is at risk of not meeting the requirements of the course for successful progression

## Unsatisfactory Academic Progress Criteria

A student's academic progress will be deemed unsatisfactory where a student:

- For Higher education: Fails 50% or more of the units being undertaken (post census date), within a study period
- For VET courses: Is deemed Not Competent for five or more units of competency within a study period including units that have been withdrawn due to non-attendance and/or no submission of assessment.

## Referral

VET students deemed to be making unsatisfactory progress will be referred to the Student Progress Committee.

HE students deemed to be making unsatisfactory progress will be referred to the Academic Progress Committee.

## Intervention

WAI will implement an intervention strategy for any student who has been identified as 'at risk' of not meeting satisfactory course progress requirements or has been placed on probation by the APC/SPC.

## VET - Student Progress Committee (SPC)

The SPC will meet and interview VET students and consider each case against the unsatisfactory progress criteria.

Students have the right to appeal a decision made by the SPC (see below).

## HE - Academic Progress Committee (APC)

The APC will meet and consider each case against the unsatisfactory progress criteria. HE Students may be invited to attend and present their case or the Committee will consider the case based on the progression evidence. Where a student decides not to attend, a decision will be made in absentia.

Any decision by the APC will be communication in writing to the student and may be to the nominated preferred e-mail address lodged by the student within the Student Management System.

Students have the right to appeal a decision made by the APC (see below).

## Probation

A student whose progress is unsatisfactory will be placed on probation for the following study period and will be required to follow conditions as outlined in the student's 'Intervention Strategy'. The student will be assigned a status of "Probation".

## Unsatisfactory Course Progress and Cancellation of Enrolment

If the student's progress in the next consecutive study period remains unsatisfactory, the student status may be deemed to be at the Probation Expired level. The SPC / APC may rule to extend or expire the probation period.

If the probation period is expired, the student will be notified, in writing, of the Institute's intention to cancel enrolment. This correspondence may be delivered by both physical mail and email addresses registered with the Institute in the Student Management System.

## Appeals

The student will be offered the opportunity to appeal the decision of the SPC or APC by submitting an appeal to the Academic Progress Appeals Committee (APAC) via the Chair of the APAC, the Director Education or nominee on the provided form.

A student has the right to request a review and appeal all decisions made under the Higher Education or VET Student Progress Procedure in accordance with the Student Academic and Non-Academic Grievance/Complaints Policy.

## International Students:

In the event that the student Appeal to the Institute is not successful, the International Office will notify the student within 10 days of the right to external appeal and the student will be given 20 days to access external complaints and appeals avenues. If these appeals are unsuccessful, the Institute will, through the Provider Registration and International Student Management System.(PRISMS), report the case to the Department of Home Affairs (DHA), as required by section 19)(d) of the ESOS Act.

## Domestic Students:

The relevant department Student Administration Coordinator will notify domestic students in writing of the institute's intention to cancel enrolment

## **Definitions**

- **International student:** – a student who holds a student visa and is enrolled in a course registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) under the Institute's CRICOS Provider Code
- **Study Period:** - will vary based upon the mode of study and enrolment type. The study period will be outlined in the unit/subject outline with a start and finish date.
- **At risk:** - a student who, through progressive monitoring of attendance and/or assessment tasks, is deemed by the teacher to have a high risk of failure. Indicators of 'at risk' students would include:
  - Attendance/participation of less than 50% of scheduled delivery activity by, or at any point following, the unit's census date and/or
  - Failure to submit tasks by the due date (and any grace period allowed), or the submission of many low quality assessment tasks that do not warrant a pass or competent grade.
  - Failure to attend practical assessments or examinations
  - Students previously been deemed to have unsatisfactory academic progression.

## **Legislative and/or Institute Management Context**

This policy enables WAI to comply with regulatory and management instruments including but not limited to:

- Education Services for Overseas Students (ESOS) Act 2000 (Cwlth) – National Code Part D, Standard 10 - Monitoring course progress
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

## **Non-compliance with Policy**

Breaches of the Institute's Student Progress Policy and any associated procedures may result in non-compliance with the Education Services for Overseas Students (ESOS) Act 2000 (Cwlth) and the National Code of Practice for Providers of Education and Training to Overseas Students 2018

Such breaches could also result in the Institute being non-compliant with Standard 6 of the Standards for Registered Training Organisations 2015.