

# Student Progress

## Policy

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Related policies and documents:	International Student Progress Procedure and Appendices Higher Education Student Progress Procedure VET Student Progress Procedure Higher Education Support for Students Policy Student Complaints, Grievances and Appeals Policy and Procedure Reporting of Enrolments and Variation of Enrolments of International Students 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 Vocational Education and Training (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 Student Progress Procedure for VET and HE to support this 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 Employee Responsibilities

Teaching employees 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 VET Student Progress Committee (SPC).

HE students deemed to be making unsatisfactory progress will be referred to the Higher Education Academic Progress Committee (APC).

## 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 SPC/APC.

## VET Student Progress Committee (SPC)

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

VET students have the right to appeal a decision made by the SPC (see Appeals 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 communicated in writing to the student and may be to the nominated preferred e-mail address lodged by the student within the Student Management System.

HE students have the right to appeal a decision made by the APC (see Appeals 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 HE student's 'Intervention Strategy' / VET student's 'Student Progress Work Plan'. 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 William Angliss Institute's intention to cancel enrolment. This correspondence may be delivered by both physical mail and email addresses registered with William Angliss 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.

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.

The relevant department's Student Management employees will notify domestic students in writing of WAI's intention to cancel enrolment.

### International Students:

In the event that the student's appeal to WAI is not successful, the International Office will notify the student within 7 business days of the right to external appeal and the student will be given 20 business days to access external complaints and appeals avenues. If these appeals are unsuccessful, WAI 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.

### Recording Keeping

WAI will keep accurate and up-to-date records of all students' academic performance, including assessment results, intervention strategies, and communications regarding academic progress. Decisions about unsatisfactory course progress, notifications sent to students, and records of appeals and their outcomes will also be documented and retained in student files. .

### **Definitions**

- **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.
- **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 WAI'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.

## **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 (Clth)
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 (Part D, Standard 10, Monitoring course progress)
- Standards for Registered Training Organisations (RTOs) 2015, or successor
- Privacy Act 1988 (Clth)
- Privacy and Data Protection Act 2014 (Vic)
- Higher Education Provider Amendment (Support for Students Policy) Guidelines 2023 Jan 2024

## **Non-compliance with Policy**

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

Such breaches could also result in WAI being non-compliant with Standard 6 of the Standards for Registered Training Organisations (RTO's) 2015, or successor document.

Established breaches of the Student Progress Policy and any associated procedures will be met with disciplinary action and may result in dismissal.