



**POLICY: COURSE PROGRESS**

<b>POLICY NUMBER:</b>	AC013	<b>VERSION:</b>	6.2
<b>DATE ADOPTED:</b>	19 March 2012	<b>DATE LAST REVIEWED:</b>	23 April 2019
<b>DATE OF NEXT REVIEW:</b>	23 April 2021	<b>REVIEW FREQUENCY:</b>	Two years
<b>AUTHORISED BY:</b>	Chief Executive Officer	<b>REVIEWED BY:</b>	Academic Dean
<b>RESPONSIBLE FOR REVIEW:</b>	IIBT Academic Management Team		
<b>DOCUMENT MANAGEMENT:</b>	U:/Policies and Procedures		
<b>Policy context:</b> This policy relates to:			
<b>REGULATIONS /STANDARDS</b>	HESF 2015: 1.3, 3.3 ESOS: 10.1, 10.2, 10.4, 10.5, 10.6, 10.7 SRTO 2015: 1.7		

<b>Policy Information:</b>	
<b>POLICY</b>	<p>IIBT has clearly defined rules for course progression which are made known and available to all students in the Student Handbook and course outlines.</p> <p>IIBT is committed to monitoring, recording and assessing the course progress of each enrolled student within each study period.</p> <p>Specifically, IIBT will apply intervention strategies when students demonstrate unsatisfactory course progress in any study period.</p> <p>Where a student does not satisfactorily meet the course requirements for two consecutive study periods, they may be reported to the Department of Education through PRISMS (International students).</p>
<b>SCOPE</b>	This policy applies to all IIBT students
<b>PROCEDURES</b>	<p><b>RULES FOR PROGRESSION</b></p> <p><b>Higher Education</b></p> <p>In order to pass a unit a student must:</p> <ol style="list-style-type: none"> <li>1. Complete all minimum requirements</li> <li>2. Achieve a PASS mark overall</li> </ol>



If a student fails a unit, they will need to repeat the unit and pass it to be eligible to graduate.

A PASS mark must be achieved in all of the course units for a student to be deemed eligible to graduate from the course.

The Board of Examiners makes the determination that a student has met the course requirements and is able to graduate.

### **VET**

In order to pass a VET course, all units in the course of study must be marked Competent (C). For courses where one or more, but not ALL units of study are marked Not Yet Competent (NYC), a student will be issued a Statement of Attainment.

### **ELICOS**

Students achieving the required pass marks as advised in the course outline will be issued a Course Completion Letter and a Qualification. Student completing a course of study without achieving the required amount of modules will only be issued a Course Completion Letter.

### **ALL COURSES:**

#### **Responsibilities:**

IIBT lecturers, trainers and teachers will ensure that:

- During the trimester/study period, the academic progress of each student is monitored
- a student at risk of failing the unit is reported to the Academic Management team
- Students are informed of the course of study workload within each study period.
- The course progress requirements are clearly defined for all enrolled students prior to the commencement of each study period.
- All students are aware that an intervention strategy will be implemented should unsatisfactory progress be reported in 50% or more of the units attempted in any given study period (Student Handbook).
- The course progress intervention strategy is implemented immediately where a student at risk is identified or as soon as practicable
- Enrolled students are also assessed for their course progress at the end of each study period.
- Regular reports of progress are provided to the Academic



Management Team

**IIBT will consider extending the overseas student's enrolment if:**

- IIBT has assessed that there are compassionate or compelling circumstances and there is evidence to support this assessment;
- IIBT has implemented, or is in the process of implementing, an intervention strategy for the overseas student who is at risk of not meeting course progress requirements; or
- an approved deferral or suspension of the overseas student's enrolment has occurred.

A written advice should be sent to these students of potential impacts on their student visa, together with their updated letter of offer.

'Compassionate or compelling' circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
- a traumatic experience, which could include: involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
- where IIBT was unable to offer a unit, or the overseas student has been granted credit transfer and therefore faces a shortage of relevant units for which they are eligible to enroll in a given study period.

IIBT will use its professional judgement to assess each case on its individual merits.

**Students not meeting course progress requirements**

Students will be notified that they have been identified as not meeting satisfactory course progress and are classified as a student at risk.

Students are required to undergo counselling and are placed on an Intervention Strategy in the succeeding study period.

Course Progress Interventions are recorded and maintained.

Lecturers, Trainers and Assessors and Teachers are required to report



progress to the division manager

Students who have failed more than 50% of their study load in two consecutive study periods will be issued a Notice of Intent to Cancel (International Students). They will have a period of 20 days in which to appeal the decision to cancel their enrolment in writing.

### **Course Attendance**

All IIBT staff are advised that a student may be at risk of failing if they are falling behind in consistent attendance of their course. Students who are at risk of falling below 80 % are in contravention of IIBT's rules of enrolment and the conditions of their student visa (International Students) and will be at risk of having their enrolment suspended or cancelled.

Lecturers, Trainers and Assessors and Teachers will:

- Monitor students attendance
- Report any concerns about the welfare and whereabouts of students to IIBT management

IIBT Academic Management (or delegate) will:

- Request a medical certificate where a student is reporting health issues causing course attendance difficulties.
- For international students, advise students in writing if they are demonstrating consistent non-attendance and are at risk of falling below 80% attendance in contravention of IIBT policies and procedures for course enrolment and, for ELICOS students, the conditions of their student visa

### **Intervention Strategies**

- Appropriate interventions may include the following:
  - counselling concerning the appropriateness and suitability of courses undertaken by the student
  - guidance and reference to the units of study undertaken
  - reduction in course load (refer to course load monitoring policy)
  - meeting 100% attendance requirements
  - additional English language support
  - knowledge and practical skills support from Academic lecturers, trainer/assessors or teachers
  - invitation for inclusion in supporting study groups or tutoring
  - assigning a trainer/mentor/peer support person for ongoing monitoring



- information concerning the rescheduling of re-assessment events
- information concerning the potential need to report the student to DHA if they maintain unsatisfactory course progress for two consecutive study periods
- referring the student to IIBT's Complaints and Appeals Policy and procedures

### **Reporting Unsatisfactory Progress**

Where IIBT staff have provided written advice of a student's unsatisfactory course progress in 50% or more of the units attempted in any study period, the Academic Management Team (or delegate) will provide an Unsatisfactory Course Progress Advice letter to the student, informing them of the need for a Course Progress Intervention Strategy.

Where a student has demonstrated unsatisfactory course progress in 50% or more of the units attempted in any 2 consecutive study periods, the Student Services Officer will:

- Provide written advice to the student of IIBT's intention to report their unsatisfactory course progress to the Department of Home Affairs and provide additional advice and support where required.
- Ensure that procedures for appeal/ advice are provided to students, should they appeal the course progress decision, and that they are informed that they have 20 working days to submit their appeal in writing.
- Provide a report with documented evidence of intervention strategies implemented to the Principal Executive Officer (PEO) outlining the reasons that the student should be reported for unsatisfactory progress.

### **Appeal Procedures**

The grounds on which a student may appeal the assessment decision include:

- IIBT's failure to record or calculate a student's marks accurately
- compassionate or compelling circumstances
- IIBT's failure to implement its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student

On receiving a student's appeal against a report of unsatisfactory progress in two consecutive study periods, IIBT will ensure that:

- The appeal is recorded in writing by the student and that the written appeal is provided to IIBT management for immediate consideration.



- If the appeal is successful and the student is found to have a course progress that is above 50% the student will not be reported to DHA via PRISMS and there will be no further requirement for intervention strategies
- If the appeal is unsuccessful, the student will be referred to the nominated external independent mediator (refer to Complaints and Appeals Policy)
- If the Appeal does show that the student has demonstrated unsatisfactory progress but there are compassionate or compelling reasons for their lack of progress, ongoing support must be provided through IIBT's intervention strategy and the student is not reported to DHA via PRISMS.

The Admissions Team will report to the Academic Management in cases where:

- The student has not chosen to access the complaints and appeals process within the 20 working day period.
- The student withdrew from the appeals process.

The PEO's delegate must notify the Secretary of Department of Education and Training through PRISMS as soon as practicable after receiving a final report of unsatisfactory course progress.

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**END OF DOCUMENT**

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