

Course Progress Policy

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Purpose

The purpose of this policy is to ensure that the College monitors overseas students to ensure that they can complete their course within the duration specified on their Confirmation of Enrolment (CoE) and that timely intervention strategies are implemented for overseas students who are at risk of failing to meet course progress requirements.

The intention of this policy is to provide all overseas students with the best opportunity to meet their study goals and aspirations and to ensure that overseas students do not breach their visa requirements.

This ensures compliance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Definitions

Academic staff includes staff involved in Teaching, Training and/or Assessment to overseas students for Vocational Education and Training

CoE means Confirmation of Enrolment

DESE means Department of Education, Skills and Employment

DHA mean Department of Home Affairs

ESOS Act means the Education Services for Overseas Students Act 2000

National Code means National Code of Practice for Providers of Education and Training to Overseas Students 2018

Study period is defined as a discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the registered provider as long as that period does not exceed six months.

The College means LEAD College

PRISMS means Provider Registration and International Student Management System (PRISMS).

Training Product means AQF qualification, skill set, unit of competency, accredited short course or module.

Policy

1. Completion within expected duration

- Overseas students must complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE). The duration of the course as specified on the student's CoE will never exceed that registered on the CRICOS register.
- The College monitors student progress to ensure that overseas students complete their studies within the expected duration specified on their Confirmation of Enrolment.

2. Study Periods

- Study periods may also be known as 'terms' and are described in Training and Assessment Strategies and course outlines. They are designed to ensure the academic integrity of the course is upheld.

3. Determining if a student has met course progress requirements

- Overseas Students who do not meet course progress requirements are at risk of having their visas cancelled.
- Overseas Students must have demonstrated satisfactory course progress requirements by the end of each study period.
- this means, they must have successfully completed all the required assessment tasks.

4. Determining at risk students

- Overseas Students will be deemed at risk of not meeting course progression requirements if they:
 - do not participate in a summative assessment task.
 - do not submit an assessment task by the due date or extended due date.
 - have received an assessment outcome of Not Satisfactory for one or more assessment tasks.

5. Progress Monitoring

- All overseas students' progress will be monitored using the *aXcelerate Report*.
- At the end of each monitoring period:
 - The monitoring report is updated by the Academic Support Officer including a status of progressing, at risk or not progressing for all overseas students on each reporting date. This is based on current evidence located in student files and other academic records.
 - The Academic Support Officer will consult with academic staff if there is any uncertainty or more evidence needed to confirm or deny a student's course progress status.
- The monitoring report will also record commencement and review dates for all Intervention Strategies.

6. Intervention Strategy

- The College ensures that it identifies, notifies and assists overseas students where there is evidence that the student is at risk of not meeting course progress requirements.
- For overseas students at risk of not meeting course progress requirements, an individual intervention plan will be developed that documents the support that will be provided. This may include:
 - reviewing learning materials with the student and providing information to overseas students in a context that they can understand;
 - providing extra time to complete tasks;
 - providing access to supplementary materials;
 - providing supplementary exercises to assist understanding;
 - attending tutorials;
 - attending counselling;
 - receiving assistance with personal issues which are influencing progress;
 - receiving mentoring;
 - referral to external organisations where The College is unable to address the identified learning or academic issues;
 - being placed in a suitable alternative subject within a course or a suitable alternative course.

7. Extension to an expected course duration

Extensions to the course duration specified on the CoE are only allowed where:

- A student is complying with an intervention strategy implemented for overseas students identified at risk of not making satisfactory course progress, or
- An approved deferral or suspension of studies has been granted in accordance with the College's *Deferral, Suspension and Cancellation Policy and Procedure*. Compassionate or compelling circumstances apply, (suitable evidence must be provided), which may include but is not limited to:
 - serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - bereavement of close family members such as parents or grandparents;

- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
 - a traumatic experience which has impacted on the student and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
 - where the College is unable to offer a pre-requisite unit.
 - where the student is unable to begin studying on the course commencement date due to delay in receiving a student visa.
- When the student can only account for the variation/s by extending his or her expected duration of study, this will be reported via PRISMS.
 - All variations in the student's study pattern, including the reasons for the variation will be recorded on the student's file.
 - Where the duration of the student's enrolment is extended, the College will advise the student to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

8. Online or distance learning enrolment

- **VET Students**
 - The College will not deliver a course exclusively by online or distance to an overseas student.

9. Reporting overseas students

- Where a student has demonstrated unsatisfactory course progress despite interventions being implemented, the College will be required to report the student to DHA via PRISMS and the student will receive a written notice informing them of the intention to report for non-satisfactory course progress and the reasons for the intention to report. Student will have received first and second warning letters before the notice of intention to report is issued.
- Overseas students have the rights to appeal against decision to report as per the College *Complaints and Appeals Policy & Procedures*. If the student chooses to access this process, the student will not be reported until this process is complete.
- The College will only report unsatisfactory course progress in PRISMS if:
 - the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
 - the student has chosen not to access the internal complaints and appeals process within the 20 working day period; or
 - the student has chosen not to access the external complaints and appeals process: or
 - the student withdraws from the internal or external appeals processes by notifying the registered provider in writing.
- All records will be kept on the student's file including warning letters and the notice of intention to report.

10. Publication

- This policy will be published in the *website* to ensure that course progress requirements are clearly communicated to overseas students before they commence their course.
- This policy will also be covered during orientation for overseas students and induction for all academic staff.

Document Control

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