

Policy & Purpose

This policy exists to provide clear guidance on the expectations the College has of students for attendance and the standards required for academic progress.

The College is required to:

1. Monitor the attendance and course progress of students and identify and treat situations where a student is at risk of not completing their course in the duration specified in their agreement with the College (requirement of Standard 8 of the National Code)

The attendance and progress expectations expressed in this policy apply equally to all students, although specific reporting and other requirements apply only to overseas students.

Definitions

The College means Lead College Pty Ltd

Course means any accredited qualification, unit of competency, skill set, course, or non-accredited program offered by the College

National Code means the [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)

PRISMS means the [Provider Registration and International Student Management System](#) operated by the Australian Government department responsible for export education

Staff member means a person engaged by the College as an employee, contractor or consultant

Student means a person enrolled in one or more courses with the College

Study Period: 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.

Policy - attendance

1. Students are expected to attend all scheduled classes, assessment activities, formal work placements and other activities as required
2. Where a student is unable to attend for medical reasons, a medical certificate must be provided. Work or social commitments are not satisfactory reasons for absence
3. The College monitors attendance of all students and commences an intervention process where a student is considered at risk of failing to meet attendance requirements. Thresholds for a student being ‘at risk’ are:
 - a. Missed more than 6 sessions (face-to-face/Online) in any term.
 - b. Attendance rate falling below 80% for any term.

Policy – academic progress

1. Students are expected to participate in and submit all assessment or re-assessment tasks on time. They are supposed to maintain 50% or more of the course progress throughout their study period.
2. The College monitors academic outcomes and commences an intervention process where a student is considered to not be making satisfactory progress. Thresholds for unsatisfactory academic progress are:
 - a. Failure to submit or participate in a summative assessment task
 - b. Failure to submit an assessment task by the due date
 - c. Receiving a ‘not satisfactory’ outcome for any assessment task.

Policy - intervention

1. The intervention process is intended to identify the cause of poor progress or attendance and support the student to return to satisfactory performance. The intervention process is individual to each student, commencing with an interview with

a college staff member to identify how the College can best support the student

2. If a student fails to engage in the intervention process, maintains unsatisfactory progress, or has attendance below 80% during any term, they will first receive a 1st warning notice, allowing 5 days to contact the College. If no contact is made within that timeframe, a 2nd warning notice will be issued, again providing 5 days for the student to explain their circumstances with supporting documentation. Should the student fail to respond to both notices, the College will issue an intention to suspend or cancel their enrolment, granting 20 working days for the student to respond.
3. Prior to imposing any such sanction, the College will inform the student of its intention to do so in writing and provide an opportunity for the student to respond to that intention in addition to advising them of their right to appeal such a decision in accordance with the College's policy on complaints and appeals
4. For overseas students only, should the College impose a sanction on a student for failure to meet course progress or attendance requirements, this will be reported to the relevant Australian Government agency via PRISMS. This reporting may have an adverse impact on a student's visa
5. Overseas students are responsible for ensuring their student visa is valid at all times. They must make any required arrangements where their student visa is impacted by progress or attendance issues, including requesting a new CoE from the College to support any application for a visa.
6. **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