

# POLICY & PROCEDURE

## Monitoring Course Duration & Progress

### POLICY

1. Under standard 10 of the National Code 2007, IHMA is required to monitor, assess and record each student's academic progress for each unit of competency of each course, during each 6 month study period (semester).
2. Under Standard 9 of the National Code 2007, IHMA is required to monitor the progress of each student to ensure that all times the student is in a position to complete the course within the expected duration as specified in the students' ECOE.
3. Satisfactory academic course progress is defined as successfully completing at least 50% of the scheduled units of study for any given semester.
4. Where a student is found to be at risk of not achieving satisfactory course progress, IHMA must immediately implement an appropriate intervention strategy and closely monitor the students' subsequent course progress and make any required adjustments to the student's ECOE.
5. Where a student does not meet satisfactory course progress for two consecutive semesters the student must be reported through PRISMS to DIAC/DEEWR.

### RESPONSIBILITY

6. The Director of Vocational studies is responsible for implementing and managing the DEEWR-DIAC course progress policy and procedure. However all education staff are required to assist with course monitoring, assessments, reporting and counselling of students.

### PROCEDURE

#### Monitoring, assessing and notifying students of their course progress

7. The monitoring and assessing of students' course progress is based on the aggregate result of competency assessment outcomes and takes into account such academic circumstances as erratic, intermittent and poor participation.
  - a. Prior to the commencement of each semester, course trainers must prepare a personalised study plan for each student under their charge. This plan must be based on the competency units required to complete the course and the amount of time left on the students ECoE.
  - b. At the commencement of each semester, trainers must give each student a copy of their individual study plan and satisfy any student concerns or queries prior to the commencement of the course.
  - c. Trainers must carry out a mid semester and end of semester assessment of each student's academic progress.

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- d. Student academic progress must be reported to the Director of Vocational Studies within 3 working days of the interim assessment.
- e. Students identified as achieving an aggregate result of less than 50% will be classed “**At Risk**” of not meeting the required course progress and not completing within expected duration.

### At Risk Students

- 8. At risk students must be notified in writing advising that “the student has failed to meet satisfactory course progress” and warn the student of the implications of continued unsatisfactory course progress. The letter must also invite the student to a meeting with the trainer and the Director of Vocational Studies with a view to determining and implementing an appropriate intervention strategy. All related documents must be attached to the student’s academic file.
- 9. The first warning letter can be found at //server2/AIT\_Australia/9th Version/1st Studies Progress Letter Template.doc
- 10. Students failing to meet the requirements at the first interim assessment must be closely monitored to ensure that the implemented intervention strategy is meeting the identified shortfalls.
- 11. Students failing to improve sufficiently during the second half of the first semester will be counselled once more by the Director of Vocational Studies in an attempt to improve their progress. This will be documented and placed on the student’s academic file.
- 12. Students who continue to fail to meet satisfactory course progress and fail the end of first semester assessment will be counselled by the Executive Director and at such time will be handed a 2<sup>nd</sup> Warning Letter.
- 13. The second warning letter can be found at //server2/AIT\_Australia/9<sup>th</sup> Version/2<sup>nd</sup> Studies Progress Letter Template.doc
- 14. The Executive Director will then arrange a meeting between the student, the trainer and the Director of Vocational Studies to have the intervention strategy and ECoE adjusted to deal with the new circumstances.
- 15. Students that have failed the 1<sup>st</sup> semester assessment are subject to close management for the 2<sup>nd</sup> semester. Close management means a one to one brief conversation regarding course progress between the trainer and the student each week and a brief report to the Director of Vocational Studies. A note of this conversation, report and any changes or actions are to be placed on the student’s academic file.
- 16. Students that continue to track poorly are once again formally warned of their non compliance in writing midway through the second subsequent non compliant semester.
- 17. The third warning letter can be found at //server2/AIT\_Australia/9<sup>th</sup> Version/3<sup>rd</sup> Studies Progress Letter Template.doc
- 18. Students that fail the second subsequent semester assessment are notified in wiring that IHMA intends to report unsatisfactory course progress. The letter also explains that the student has the right to access the Complaints &

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Appeals Procedure and if the student does not access the appeals process in 20 working days, the student must be reported to DEEWR via PRISMS for failing to meet course requirements.

19. The intention to report letter is issued by the Executive Director and can be found at //server2/AIT\_Australia/9th Version/4th Studies Progress Letter Template.doc.

### The intervention strategy and procedure

20. The intervention Strategy is designed to assist students who have been identified as “At Risk” and are likely to fail more than 50% of subjects in a semester. The student’s trainer must assist the Director of Vocational Studies to develop an appropriate strategy to improve the student’s satisfactory course progress. The strategy could include one or more of the following actions, but is not limited to: attendance at a specialised academic skills program;
- a. individual case management;
  - b. attending counselling;
  - c. assistance with personal issues which are influencing progress;
  - d. mentoring;
  - e. placement in a suitable alternative subject within a course or a suitable alternative course;
  - f. restructuring the student’s course;
  - g. a combination of the above and a reduction in course load.
21. The course instructor will discuss with the Director of Vocational Studies what intervention strategies are to be implemented and the time limit to successfully complete the units.

### Appeals Process

22. Students are able to access the Appeals Policy on grounds of:
- a. IHMA failure to record or calculate a student’s marks accurately
  - b. IHMA failing to implement its intervention strategy and other policies according to IMHA documented policies and procedures that have been made available to the students
  - c. compassionate or compelling circumstances

### Compassionate or Compelling Circumstances

23. Compassionate or Compelling Circumstances are generally those beyond the control of the student and they have an impact on the student’s capacity and/or ability to progress through a course. These could include:
- a. Serious illness or injury, where a medical certificate states that the student was unable to attend classes;

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- b. Bereavement of close family members such as parents or grand parents (a death certificate should be provided);
- c. Major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies;
- d. A traumatic experience which could include but is not limited to:
  - e. involvement in or witnessing of an accident
  - f. a crime committed against the student or
  - g. the student has been a witness to a crime and this has impacted on the student

Please note: these cases must be supported by police or psychologists' reports.

### Variations to Enrolment

- 24. Where there is a variation in the student's enrolment load which may affect the student's expected duration of study IHMA is to record this variation and the reasons for it on the student file. The IHMA must correctly report the student via PRISMS and/or issue a new CoE when the student can only account for the variation/s by extending the students expected duration of study.
- 25. The student's ECoE must not exceed the CRICOS registered course duration except in the case approved changes that comply with the regulations.
- 26. IHMA can only extend the duration of the student's study where:
  - a. compassionate or compelling circumstances prevented the student from attending classes
  - b. where IHMA was unable to offer a pre-requisite unit
  - c. when an intervention strategy was implemented for students who were at risk of not meeting satisfactory course progress
  - d. when an approved deferment or suspension of study has been granted.(see Standard 13).

### REFERENCES

**The National Code 2007:Standard 9, 10 & 13**

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