

COURSE PROGRESS AND ATTENDANCE POLICY AND ASSOCIATED PROCEDURES

PURPOSE OF THE POLICY

The purpose of this policy is to ensure that ANGEL UNITED GROUP PTY LTD T/A ST. PETER INSTITUTE (SPI) monitors international 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 students who are at risk of failing to meet course progress requirements.

The intention of this policy is to provide all students with the best opportunity to meet their study goals and aspirations and to ensure that 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, as well as English Language Intensive Course for Overseas Students (ELICOS) Standards 2018 Standard P4.

DEFINITIONS

Academic staff includes staff involved in Teaching, Training and/or Assessment to overseas students for either VET or ELICOS

CoE means Confirmation of Enrolment

DET means Department of Education and Training

DHA mean Department of Home Affairs

ELICOS Standards means the English Language Intensive Course for Overseas Students (ELICOS) Standards 2018

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. For ELICOS courses, study periods are described as levels and are typically 10 – 12 weeks.

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.

ESOS agency is ASQA

SPI means Angel United Group Pty Ltd T/A St. Peter Institute

COMPLETION WITHIN EXPECTED DURATION

- International 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.
 - SPI monitors student progress to ensure that students to complete their studies within the expected duration specified on their Confirmation of Enrolment.

STUDY PERIODS

- **For VET Students**
 - Study periods may also be known as 'terms' and are described Training and Assessment Strategies and Course Outlines. They are designed to ensure the academic integrity of the course is upheld.

- Each study period is divided in half forming a monitoring point at mid and end points at which students are assessed for satisfactory course progress. A student must be identified as at risk prior to being reported as having not met satisfactory course progress requirements.
- **For ELICOS Students**
 - Study periods may also be known as ‘levels’, each level is as defined in the relevant ELICOS curriculum. The curriculum document also describes the weeks in which summative assessment occurs, which also marks the end of each subsequent monitoring period. A monitoring period is typically 4-5 weeks.

DETERMINING IF A STUDENT HAS MEET COURSE PROGRESS REQUIREMENTS

- Students who do not meet course progress requirements are at risk of having their visas cancelled.
- Students must have demonstrated satisfactory course progress requirements by the end each study period.
 - **For VET students** - this means, they must have successfully completed all the required assessment tasks.
 - **For ELICOS students** - this means that they must have achieved a passing grade – 60% each summative assessment tests and attended at least 80% of classes in a given study period.

DETERMINING AT RISK STUDENTS

For VET Students

- VET 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 within 2 weeks of the due date.
 - have received an assessment outcome of Not Yet Competent for one or more assessment tasks.

For ELICOS Students

- ELICOS Students will be deemed at risk of not meeting course progression requirements if they:
 - do not participate in formative and summative assessment tests.
 - have not achieved a passing rate on a summative assessment test of 60% at the end of the study period.
 - are not maintaining satisfactory attendance of at least 80% in each study period or have been absent for more than 5 days consecutive days without approval.
- All students progress will be monitored using the *Course Progress and Attendance Monitoring Tool* or through *student management system*.
- At the end of each monitoring period:
 - The monitoring report is updated by the student support officer/Admin staff with the help of respective trainer’s 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/RTO Manager will consult with academic staff (Trainer and Assessor) 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 as per Individual’s Intervention form/Student Support Form

INTERVENTION STRATEGY

- SPI ensures that it identifies, notifies and assist students where there is evidence that the student is at risk of not meeting course progress requirements.
- For 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 (but not limited to):
 - English language support;
 - reviewing learning materials with the student and providing information to students and in a context that they can understand;
 - providing extra time to complete tasks;
 - providing access to supplementary or modified materials;
 - providing supplementary exercises to assist understanding;
 - attending counselling;
 - receiving assistance with personal issues which are influencing progress;
 - referral to external organizations where SPI 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; or
 - a combination of the above and a reduction in course load.

EXTENSION TO AN EXPECTED COURSE DURATION

- Extensions to the course duration specified on the CoE are only allowed where:
 - Where a student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory course progress, or
 - An approved deferral or suspension of studies has been granted in accordance with SPI's *Deferral, Suspension and Cancellation Policy and Procedures*. 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 SPI 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 to the Department of Education and Training (DET) via PRISMS.

- All variations in the student's study load, including the reasons for the variation will be recorded on the student's file.
- Where the duration of the student's enrolment is extended, SPI 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.

ONLINE OR DISTANCE LEARNING ENROLMENT

- SPI will not deliver a course exclusively by online or distance to an international student.
- SPI will only offer online or distance learning in addition to the required 20 hours contact time per week and as approved by ASQA.

REPORTING STUDENTS

- Where a student has demonstrated unsatisfactory course progress despite interventions implemented, SPI 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.
- Students have the rights to appeal against decision to report as per SPI's *Complaints and Appeals Policy & Procedures*. If the student chooses to access this process, the student will not be reported until this process is complete.
- SPI 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 overseas 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 overseas 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.

PUBLICATION

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