

MONITORING COURSE PROGRESS POLICY



Skilled Institute Australia will monitor the progress of students to ensure at all times students are in a position to complete the course in the time as specified on the COE.

The ESOS framework and DIBP visa conditions require that students maintain satisfactory academic progress in their course. This is assessed and recorded on completion of every unit of competency at the minimum.

A generic course progress policy may not be appropriate for more than one course. Courses that require additional or varied progress rules will be provided a separate course progress policy.

Staff **MUST** assess and record student results on the completion of every unit of competency .

SIA will assess students in accordance with this course progress policy and procedure at the *end point of each study period* at the minimum.

Teachers will discuss any concerns with students and offer assistance as they arise to help prevent students falling behind in their course progress.

Class teachers will constantly monitor the progress of students and report any concerns to the CEO as soon as identified.

Any student that fails a unit of competency in their course may be considered a risk to not complete the course in the expected duration and intervention strategies commenced at any point, if approved by the CEO. This is at the discretion of the CEO.

For the purpose of course progress SIA defines a study period as 1 term .

SIA will at the minimum monitor student's course progress for each unit of competency being studied, a minimum of once per study period (study period = 1 term).

Students are notified in writing as soon as it is identified they **are 'at risk'** to not achieve satisfactory course progress (70% course progress or less). Students will be required to meet with an educator to discuss what action/intervention strategies are to be taken.

Intervention strategies are tailored to meet each student's individual needs. Formal intervention strategies and counselling of the student will be implemented.

Intervention Strategies could include:

- attending academic skills programs
- attending tutorial or study groups
- receiving individual case management
- attending study clubs
- attending counselling
- receiving assistance with personal issues which are influencing progress
- receiving mentoring
- 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.

Should students continue to not meet satisfactory course progress they will issued with an intention to report letter for not making satisfactory progress (50% or less) outlining to them they have 20 working days to access the SIA complaints and appeals process. All records will be kept on student files.

SIA deems satisfactory course progress as a 50% competency.

1. Students who fail 30% of their units in any given term (study period) will be deemed as 'at risk' and receive a warning letter and offered counselling/intervention strategies.
2. Students who fail 50% or more than of their units in any given term will receive an 'Intention to Report Letter'. This letter carries serious visa implications for students.
3. Students are given 20 days from the date of the letter to initiate an internal or external appeal.
4. Student enrolment will be maintained during an appeals process. Refer Complaints and Appeals Policy and Procedure.