

<b>Version History</b>	
<b>Document: Monitoring Course Progress</b>	
<b>First Version Number: 07/12</b>	
<b>Code:</b>	
<b>Version #</b>	<b>Summary of changes made</b>
11/12	Addition "English Courses <ul style="list-style-type: none"> <li>• Institute will monitor the course progress of ELICOS students through weekly tests. Students will also be tested to assess readiness to progress to the next level of their General English, English for Academic Purposes (EAP) or High School Preparation (HSP) course. EAP and HSP students will complete the Test of English Language Proficiency to determine their readiness to progress to their next course.</li> <li>• Director of Studies marks all tests in order to ensure consistency of marking. Results are entered into the Institute student management system (IMS)"</li> </ul>
02/15	Replaced" DEEWR-DIAC Course Progress Policy" with "Department of Education-DIBP Course Progress Policy"

## **Purpose**

This policy is developed to allow NIT to identify and counsel international students at risk of failing to meet their course progress requirements.

The monitoring of course progress allows NIT to comply with its obligation under the National Code in particular, Standard 9 (Completion within the expected duration of study) and Standard 10 (Monitoring course progress), in respect of Student Visa holders.

The Institute has elected to implement the Department of Education- DIBP Course Progress Policy and Procedures for all of its CRICOS registered Vocational Education and Training (VET) courses. Consistent with the National Code Standard 10 and the Department of Education- DIBP Course Progress Policy and Procedures, the Institute will monitor, record and assess the course progress of each student.

Students who are required to enter into an intervention strategy will be informed of this in writing and in a meeting with student support staff.

Notice of Intention to Report will be issued in accordance with ESOS National Code 2007, Standard 10.

## **Definition**

NIT will monitor the progress of all overseas students throughout the duration of their studies and record and assess their progress at the end of each study period to ensure they are maintaining satisfactory academic course progress, in accordance with the ESOS National Code 2007, Standard 10.

## **Vet Courses**

Sufficient units will be offered to enable overseas students to complete all course requirements within the expected course duration, as specified on each student's CoE, when planning each study period's timetable.

At the end of every study period, relevant Program Manager will examine the records of each overseas student studying at NIT to ensure they are maintaining satisfactory course progress.

The minimum requirement for satisfactory course progress is:

- being competent in 50% or more of Units of Competency in a single study period; and
- negotiation of a plan with their teacher, which has been agreed to by both, to demonstrate competence in the remaining units (those currently assessed as not yet competent) attempted in each relevant study period.

A student will be deemed as having unsatisfactory course progress within the study period if they have:

- Failed to achieve competence in at least 50% of attempted units of competency in a single study period; or
- If they have achieved competence in at least 50% of attempted units of competency but not made an agreed plan with their teacher to demonstrate competence in the remaining units for which the student has been deemed Not Yet Competent.

## English Courses

- Institute will monitor the course progress of ELICOS students through weekly tests. Students will also be tested to assess readiness to progress to the next level of their General English, English for Academic Purposes (EAP) or High School Preparation (HSP) course. EAP and HSP students will complete the Test of English Language Proficiency to determine their readiness to progress to their next course.
- Director of Studies marks all tests in order to ensure consistency of marking. Results are entered into the Institute student management system (IMS)

When students are at risk of not meeting the course progress requirements, an intervention strategy will be implemented that focuses on interviewing and counselling students and assisting them to achieve satisfactory progress.

NIT will only enable students to extend the expected duration of study for their course through the issuing of a new CoE in limited circumstances, as outlined by the ESOS National Code 2007, Standards 9 and 10.

Any breaches of student visa conditions will be reported to DIAC through PRISMS after the student has been informed and given access to appeals procedures, in keeping with the ESOS National Code 2007, Standard 8.

## Procedure

1. All students will be regularly assessed during the study period. Assessments will be consistent with the Standards for NVR Registered Training Organisations and the relevant training package or accredited course.
2. Trainers will mark completed assessments and enter results into the student database. The marking and entering of results into the student management system must take place within 2 weeks after the assessment due date.
3. Any student who has been assessed as Not Yet Competent is given an opportunity to correct their work as necessary and re-submit their work for assessment.
4. Once all results are entered into the student management system, results are sent by email to students. Students may also view their results from the student portal (which is linked to the student management system) at any time. Students who do not achieve

- competency for their assessments are classified as “at risk” students and are also informed that they are at risk of failing to meet course progress requirements.
5. Steps will be taken to ensure the student has the opportunity to successfully complete their studies, which may include:
    - a. Regular one-on-one meeting with teacher and/or other members of staff to discuss progress or any personal issues that may be affecting their study;
    - b. Referral to counselling services, if required;
    - c. Additional learning resources, if available;
  6. Student’s progress will be closely monitored, with reviews on a weekly basis, until such time that student has achieved competencies or the Intervention Strategy is activated.
  7. Any student who fails to achieve competence in at least 50% of attempted Units of Competency in a single study period is reported to the Student Support Officer by Program Manager.
  8. The Intervention Strategy can be immediately put into place if:
    - a. any student is reported more than once to the Student Support Officer during the study period; or
    - b. if at the end of study period, any student has failed to achieve satisfactory course progress.

### **NIT Intervention Strategy**

NIT’s Intervention Strategy identifies and assists students who are at risk of not making satisfactory course progress. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy will be implemented. This will occur within the first four weeks of the following study period or if a student is identified before the end of the study period, as soon as possible. A meeting will be arranged with the student and Student Support staff and an intervention strategy is implemented.

If a student is identified as not making satisfactory course progress in a second consecutive study period, the NIT will notify the student, in writing, of its intention to report the student to DIAC for unsatisfactory course progress.

The written notice of intention to report the student for unsatisfactory course progress will advise the student that they are able to access NIT’s complaints and appeals process and allows the student 20 working days in which to do so. A student can appeal on the following grounds:

- NIT’s failure to record or calculate a student’s marks accurately;
- Compassionate or compelling circumstances; or
- NIT has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

If the student's appeal is successful, the student will not be reported if it was found that NIT failed to record or calculate the student's marks accurately or had not implemented its intervention strategy or policies and procedures.

If the student has chosen not to access the complaints and appeals processes within the 20 working day period, or the student withdraws from the process, or the process is completed and results in a decision supporting NIT, (i.e. the student's appeal was unsuccessful), NIT notifies DIAC through PRISMS as soon as practicable of the student not achieving satisfactory course progress.

### **Procedures for Notifying and Counselling Students**

Within four weeks of the end of relevant semester (or as soon as possible if student is identified as being at risk prior to end of semester) the Program manager and student's teacher will meet with the identified student to review the student's progress.

A plan will be created to assist the identified student to achieve satisfactory course progress, which may include:

- Reassessing on the Not Satisfactory tasks in the units and providing additional support;
- Placing in a more appropriate learning group or environment of using a more flexible learning approach;
- Breaking assessment tasks into smaller sub-tasks.

Once the student has been assessed as not meeting satisfactory course progress for the second consecutive study period the Student Support Officer informs the student in writing of its intention to report for unsatisfactory progress.

The written notice will inform the student;

- Of the right to appeal NIT's decision under the complaints and appeals process;
- That they have 20 working days in which to access the complaints and appeals process; and
- May continue in the course until any appeals are finalised.

After the 20 working days have passed and the student has not chosen to access the complaints and appeals process, or has withdrawn from the process, or the process is complete and results in a decision supporting NIT's initial determination, the Student Support Officer will inform DIAC through PRISMS of the student not achieving a satisfactory course progress as soon as possible.

The Student Support Officer will print the Section 20 notice generated by PRISMS and provide to the student. Copies of all notices and signed agreements made between NIT and the student will be kept in the student's file and on student management system.