

| VERSION HISTORY | | | |
|------------------------|---|--------------------|------------|
| Governance | ESOS National Code 2018, Standard 8 Standards for RTOs 2015 Clause 8.5; | | |
| Current version | 4.00 | Next review | 06/2020 |
| Reviewed by | Training and Compliance Manager | | |
| Approved by | Principal Executive Officer | Date | 03/06/2019 |
| Version # | Summary of changes made | | |
| 11/2012 | Addition "English Courses" <ul style="list-style-type: none"> 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)" | | |
| 02/2015 | Replaced" DEEWR-DIAC Course Progress Policy" with "Department of Education- DIBP Course Progress Policy" | | |
| 10/2017 | Remove references to specific standards or a specific legislation | | |
| 06/2017 | Replaced "Section 20" with "Section 19" | | |
| 5 | Addition to ELICOS course progress Included version control footer | | |

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 ESOS legislative framework, in respect of monitoring the course progress of overseas student visa holders.

Policy

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 at minimum to ensure they are maintaining satisfactory academic course progress, in accordance with the ESOS National Code that is in force and relevant at the time of monitoring.

- NIT defines a study period as 20 weeks therefore students are formally monitored on whether or not they are achieving course progress at week 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 or Training and Compliance 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 trainer, 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:

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- 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

- The course is assessed formally at the end of every study period (20 weeks). Nova English defines a study period as 20 weeks therefore students are formally monitored on whether or not they are achieving course progress at week 10.
- Students must attend the minimum 20 hours per week face to face classes as well as completing all assignments, tests and class activities and demonstrating improved language skills to be deemed as making satisfactory course progress.
- Teachers are to constantly moderate and meet with the Academic Manager to ensure satisfactory course progress has been met and consistent assessing methods / grading for all students is achieved.
- Weekly tests are usually undertaken from the tests in the student workbooks (for the level applicable to the student) to constantly monitor student progress, however the testing to formally measure student progress, takes place at week 10 (half way through the course). At week 5 and 8 the students are measured against their initial placement test / course entry level to ensure they are progressing at that level. Students progress through each course level in order to attain the final course level proficiency.

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 National Code relevant and in force at the time of monitoring.

Any breaches of student visa conditions will be reported to the relevant department responsible for immigration through PRISMS after the student has been informed and given access to appeals procedures, in keeping with current legislation.

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Procedure

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 may notify the student, in writing, of its intention to report the student to the relevant department responsible for immigration through PRISMS, 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 the relevant department responsible for immigration 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/ the Training and Compliance

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Manager/Academic manager or the Student Support Officer together with the student's trainer 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 the relevant department responsible for immigration through PRISMS of the student not achieving a satisfactory course progress as soon as possible.

The Student Support Officer will print the Section 19 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.

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