COURSE PROGRESS POLICY

Standard 10 of the National Code 2007 requires that:

Registered providers systematically monitor students’ course progress. Registered providers are proactive in notifying and counseling students who are at risk of failing to meet their course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements.

The monitoring of course progress allows Australian Pacific Travel & Tourism (the College) 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.

Consistent with the National Code Standard 10 the College 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 Services staff.

Policy

a) Course progress shall be monitored by the use of assessments. All students will be assessed regularly during the study period.

b) The course progress of all students will be assessed at the end of each compulsory study period. A record of each student’s course progress will be maintained on the College database.

c) To achieve satisfactory course progress, students will need to achieve competency in 50% or more of the subjects during the study period.

d) The College will implement its intervention strategy in respect of the students who are identified for the first time as not making satisfactory course progress (see: Intervention Strategy Policy).

e) Where the student fails to achieve course progress for 2 consecutive study periods the College will take steps to report the student to the relevant government authority.

Procedure

1 Assessment

1.1

a) All Vocational 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.

b) 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.
c) Once all results are entered into the student management system. Students may view their results on the student portal section of the student management system at any time.

d) At the end of the compulsory study period the student management system will identify those students who have not demonstrated competency in at least 50% of the course requirements in the compulsory study period, i.e. students who have not made satisfactory course progress at the end of the compulsory study period. Compliance staff save a list of Intervention and Intention to Report stage students for reference.

2. Intervention

a) The College’s intervention strategy must be implemented for the students who are identified as having failed to demonstrate satisfactory course progress in at least 50% of the course requirements (see: Intervention Strategy Policy). Relevant College staff contact students who have failed to achieve satisfactory course progress.

b) A meeting is arranged between the student and relevant College staff and an intervention strategy is implemented (see: Intervention Strategy Policy).

c) If a student is identified as not making satisfactory course progress in a second consecutive compulsory study period, the College will advise the student in writing of its intention to report the student for not meeting course progress, and that he/she has 20 working days to initiate the College’s internal complaints and appeals process (see: Intervention Policy, Complaints and Appeals Policy)

d) The college must notify the relevant government department via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:

   i) the student does not access the Complaints and Appeals Process within 20 days, or
   ii) the student withdraws from the Complaints and Appeals Process, or
   iii) the Complaints and Appeals Process decision is in favour of the College

Definitions

a) Course requirements – the minimum number of subjects that a student is required to enroll in during a study period to maintain a full time study load. The course requirements will vary from course to course and may be reduced where the intervention strategy has been activated.

b) Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

c) Study period – 2 consecutive subjects

d) Relevant College staff- Student Administrator

3. Policy review

This policy covers all students studying at the college on a student visa. This policy is available to students and staff by way of the college website(s) and through student/staff orientation handbooks.

This policy will be reviewed as part of the College’s three year policy review cycle or as required by regulatory changes.