



Monitoring Course Progress for International Students

Policy & Procedure

Purpose

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

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

Definition

AIE 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 semester to ensure they are maintaining satisfactory academic course progress, in accordance with the ESOS National Code 2007, Standard 10.

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 semester's timetable.

At the end of every semester, the International Admissions Manager will examine the records of each overseas student studying at AIE 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 semester; 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 semester.

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

- Failed to achieve competence in at least 50% of attempted units of competency in a single semester; 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.

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.

AIE 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. Students are assessed by their teachers during and after the completion of each project. The teacher marks all Units of Competency contained in each project as Competent.
2. 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. This is usually done within two weeks of the initial assessment.
3. Students who have not successfully completed a project after a re-submission will be identified as being 'at risk'.
4. Steps will be taken to ensure the student has the opportunity to successfully complete their studies, which may include:
 - 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;
 - Referral to counselling services, if required;
 - Additional learning resources, if available;
5. 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.
6. Any student who fails to achieve competence in at least 50% of attempted Units of Competency in a single semester is reported to the relevant Head of School by International Admissions Manager.
7. The Intervention Strategy can be immediately put into place if:
 - a. any student is reported more than once to the Head of School during the semester; or
 - b. if at the end of semester, any student has failed to achieve satisfactory course progress.



AIE Intervention Strategy

AIE'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 semester or if a student is identified before the end of the semester, as soon as possible.

If a student is identified as not making satisfactory course progress in a second consecutive semester, the AIE 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 AIE'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:

- AIE's failure to record or calculate a student's marks accurately;
- Compassionate or compelling circumstances; or
- AIE 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 AIE 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 AIE, (i.e. the student's appeal was unsuccessful), AIE 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 Campus Head of School 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 failed subjects and providing additional support;
- Placing in a more appropriate learning group or environment of using a more flexible learning approach;
- Breaking projects into smaller sub-tasks.

Once the student has been assessed as not meeting satisfactory course progress for the second consecutive semester the International Admissions Manager 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 AIE'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 AIE's initial determination, the International Admissions Manager will inform DIAC through PRISMS of the student not achieving a satisfactory course progress as soon as possible.

The International Admissions Manager will print the Section 20 notice generated by PRISMS and give to the student.

Copies of all notices and signed agreements made between AIE and the student will be kept in the student's file.

References

ESOS Act 2000
National Code 2007, Standards 9 & 10
DIDPAC Student Visa Conditions
AIE Complaints and Appeals Policy