

P19 – Academic Progression Policy and Procedure



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Approval Authority: Director of Operations

Purpose

This policy provides direction on how Australian Skills Management Institute (ASMI), will monitor and assess the course progress of each student, in order to identify and offer support to those who are at risk of failing to make satisfactory academic progress.

Scope

This policy applies to all students including student visa holders and students enrolled under Queensland VET Investment Plan (Certificate 3 Guarantee, Higher Level Skills and User Choice) funding contracts within all vocational education and training (VET) programs offered by ASMI.

Commitment to Course Progress

ASMI will systematically monitor students' course progress. It will be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements; intervention strategies will be implemented to assist these students to attain their educational goals. If, however, students remain unable to demonstrate the satisfactory academic progress requirements, ASMI will report them for having breached the stipulated course progress requirements stated within this policy. In the case of international students, ASMI will ensure all students undertake at least 75 percent of their total course load via face to face delivery and are enrolled in at least one unit that is not by distance or online learning.

Satisfactory Course Progress

ASMI expects each student to progress through their course at a rate that will enable the student to complete the course in the nominated duration. ASMI's student database generates reports of students' academic progress, enabling the Director of Operations to monitor, record and assess every student's progress at the end of each study period. (ASMI operates four study periods per year).

For the purpose of progression monitoring, each subject that has a finish date within a particular study period is considered to be in that particular study period. Each subject is equally weighted for progression monitoring purposes.

Classroom Monitoring and Early Intervention

In order to assist with academic progress, trainers/assessors monitor each student's attendance and performance in the units of competency they deliver.

Trainers/assessors shall ensure attendance records are updated on a daily/weekly basis and attendance percentages are calculated to make certain that students are meeting the minimum requirements. If a student has been absent for more than five consecutive days without approval or attends less than 80 per cent of their scheduled course contact hours and/or appears to be experiencing difficulty within a particular unit, they have breached the minimum satisfactory progression requirements.

Trainers/assessor should use the ASMI F08a - Attendance Sheet templates to record Face-to-face delivery (at the supplier's premises and/ or hired venue)

The record of participation in training must contain the following information:

- name of the student
- unit of competency/ module code and name
- the date/s of training
- duration of training (actual hours of training delivered against individual units of competency)
- location
- trainer's signature, signature of the student (including date of signing)

Trainers should ensure a F09 – Contact Record Sheet is completed for individual students who are being trained/assessed at the workplace or for a student who attends a catchup training session for a unit/s of competency that was already delivered in a class which they did not attend.

Trainers/assessors are responsible for determining when students are at risk of breaching the minimum attendance requirements and are not achieving satisfactory academic progress.

Trainers/assessors shall initiate direct intervention by way of informal meeting(s) at no less than 90 per cent attendance and/or 90 per cent academic achievement over all semester units. Informal meetings shall alert the student and reinforce the need for them to meet the requirements and the consequences of failing to do this. Trainers/assessors shall also provide additional in class support for students who are not demonstrating academic competence.

After direct intervention, if the student's attendance falls below 90 per cent and/or the academic achievement is likely to fall below 80 per cent competence over the semester units, the trainer/assessor shall alert the Director of Operations at no less than 85 per cent for both attendance and academic achievement that the student is at risk of breaching the minimum requirements.

The student will be notified by the trainer/assessor and asked to make an appointment to see the Director of Operations, who will offer counselling and establish a program of support for the student. Please note that it is the student's responsibility to follow through on that program and to maintain contact with the Director of Operations and/or other nominated staff.

1. Intervention Strategy Stage 1: Monitoring Progress

A student who does not demonstrate competency in at least 85 per cent of the units undertaken or attend at least 85 to 90 per cent during each study period will be identified as being 'at risk'. They shall be advised in writing and required to meet with the Director of Operations or delegate by a nominated date to discuss any issues and support options - including supplementary assessment. A counselling and mentoring program shall be implemented, and a formal intervention strategy shall be activated immediately.

As part of the intervention strategy, the student will be provided with an intervention contract that will detail a support program which will include counselling and mentoring and one or more of the following:

- i) attending special tutorials and/or coaching;
- ii) attending English language classes;
- iii) receiving assistance /counselling with personal issues influencing their progress;
- iv) being placed in a suitable alternative course;
- v) undertaking a reduced course load.

It is the student's responsibility to follow through on that individual program, and to maintain contact with the Director of Operations or other staff nominated within the intervention contract.

Students who do not demonstrate competency in more than 80% of the units undertaken during a study period will also be placed on conditional enrolment.

A record of the intervention measures discussed and implemented will be kept on the student's file within the intervention contract.

2. Intervention Strategy Stage 2: Review of Progress

If, following the implementation of an intervention strategy, a student demonstrates competency through supplementary assessment for units which he/she had not successfully completed in the previous study period, and as a result they achieve competency in 80 per cent or more of the units attempted in that previous study period and/or over 80 per cent attendance, the Director of Operations will review the student's academic history and may choose to cancel the intervention contract, amend it or continue it unchanged to the end of the study period.

The Director of Operations will monitor the academic progress of each student with an intervention contract for the remainder of that second study period and review their results at its end. If satisfactory academic progress of 90 per cent or more was made during that second study period and/or the student achieved over 90 per cent attendance, the student will no longer be regarded as being 'at risk' and the intervention contract and, if applicable, conditional enrolment contract will be closed.

3. Intervention Strategy Stage 3: On-Going Support

If the student's academic progress demonstrates competency in more than 50 per cent but less than 80 per cent of the units undertaken in that second (consecutive) study period, a second intervention strategy will be implemented to provide on-going support appropriate to the student's needs.

A record of the intervention measures discussed and implemented will be kept on the student's file by the Director of Operations and/or other staff nominated within the intervention contract.

Unsatisfactory Course Progress

If, after Stages 1 and 2 of the Intervention Strategy have been completed, a student has again been assessed as not yet competent in 50 per cent or more of the units undertaken in the second (consecutive) study period and/or the student has attended less than the required 80 per cent per unit, the DOO will notify the student in writing of ASMI's intention to report the student for unsatisfactory academic progress.

The written notice of ASMI's intention will inform the student that they are able to lodge an appeal through ASMI's complaints and appeals (refer Complaints and Appeals Policy and Procedure) process and that they have 10 working days from the nominated date in which to do so. All subsequent action taken by ASMI will be in accordance with that procedure.

Evidence shall be retained in the student's file of the written notice of intention to report, documentation of the complaints and appeals process, and, where an international student has been reported, a copy of a Section 20 notice of the final reporting, as applicable.

Related Documents

Forms	
T20	Letter of Intention to Report
T21	Letter of Notification that Enrolment will be Cancelled
T22	Letter of Notification that Enrolment will not be Cancelled
T23	Letter of Refusal to Release
T24	Letter of Release
F08	Attendance Sheet
F09	Contact Record Sheet

Policy and Procedures	
P06	Complaints and Appeals Policy and Procedure

Document Amendments

Details	Version	Date
Initial document creation	1.0	13 th March 2015
Updated to meet legislative requirements	2.0	28 th May 2015
Procedure review and update to conform to new template	3.0	1 st June 2018
Procedure review and update to conform to PQS Audit	4.0	6 th February 2020