



Student Course Progress Policy

Policy

Unique International College is required by the National Code of Practice 2007 to monitor the course progress of students to ensure each student is in a position to complete the course within the expected duration as specified in the student's CoE and implement intervention strategies when students are at risk of not meeting course requirements.

Where a student is deemed as not meeting course requirements, the student will be reported to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) via PRISMS.

Students are made aware prior to, and throughout their enrolment, that failing to meet course requirements could result in the Department of Immigration And Citizenship (DIAC) cancelling their student visas.

Definitions:

- **Satisfactory Course Progress:** When a student achieves competency in more than 50% of the enrolled units in a study period.
- **Unsatisfactory Course Progress:** When a student is deemed as Not Yet Competent in 50% or more of the enrolled units in a study period.
- **Not meeting course requirements:** When a student is deemed as achieving unsatisfactory course progress for two consecutive study periods.
- **Academic Probation:** The consequence for a student that is deemed as achieving unsatisfactory course progress in the previous study period.
- **Intervention Strategy:** Support and guidance that is provided to student's deemed as either at risk of not meeting course requirements, or for achieving unsatisfactory course progress.
- **Study Period:** For the purpose of this Student Course Progress Policy, Unique International College defines one study period as a semester (6 months of study). For courses that have a duration of less than 12 months, 'study period' is made up of two equal periods. i.e. a 6 month course will be made up of two study periods of three months.

2.0 Satisfactory Course Progress

2.1 Satisfactory Course Progress is defined as achieving competency in more than 50% of the enrolled units in a study period.

3.0 Monitoring Course Progress

On-going monitoring

3.1 Course progress is monitored regularly and considers the following:

- Academic Results
- Attendance
- Intervention Strategies

3.2 Trainers monitor their students course progress (consistent with 3.1) and advises the Head of Studies if they believe the student is at risk of unsatisfactory course progress. As a guide, this determination can be made if the student has poor attendance or is failing or about to fail units. These students are issued with an At Risk of Unsatisfactory Course Progress letter and are required to meet with the Head of Studies / Student Services Manager (or delegate) to explain their unsatisfactory progress. At this point an intervention strategy is developed in line with point 4.1 of this policy.



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3.3 On completion of the each second unit, an assessment is made on whether or not a student is at risk of unsatisfactory course progress. Students with 50% or more NYC in units completed and/or outstanding NYC's will be issued with an At Risk of Unsatisfactory Course Progress letter and required to see the Head of Studies / Student Services Manager (or delegate)

3.4 At the time a student is issued with an At Risk of Unsatisfactory Course progress letter, a note is made on the class attendance sheet. Trainers are instructed to send the student to the Head of Studies / Student Services Manager (or delegate) upon their return to class. Students will not be permitted to class until they have met with the Head of Studies / Student Services Manager (or delegate)

End of the study period

3.5 At the conclusion of each study period, an assessment is made on whether or not a student is achieving satisfactory course progress

3.6 Students are assessed as achieving unsatisfactory course progress, when they achieve a grading of Not Yet Competent, in 50% or more of the enrolled units in a study period

3.7 Students that are deemed as achieving Unsatisfactory Course Progress in a study period, will be sent an Unsatisfactory Course Progress Warning Letter, advising the student to make contact with the Head of Studies or delegate. The Head of Studies (or delegate) will establish an Intervention Strategy/Support Plan for the student for the following study period.

3.8 All students identified as not making satisfactory course progress will be placed on academic probation for the following study period.

3.9 At the time a student is issued with an Unsatisfactory Course progress letter, a note is made on the attendance sheet. Trainers are instructed to send the student to the Head of Studies (or delegate) upon their return to class. Students will not be permitted back to class until they have met with the Head of Studies (or delegate)

4.0 Intervention Strategies/Support

4.1 Where students are identified as achieving unsatisfactory course progress, an Intervention Strategy will be activated. This must occur as a result of the student being assessed as at risk of achieving unsatisfactory course progress, achieving unsatisfactory course progress and may also occur at any point throughout the study period, where the students trainer identifies them as at risk of achieving unsatisfactory course progress. An example of this, is where a student fails occasional units throughout the course, but has not done so poorly as to be picked up by Unique International College's SMP 144 Student course progress policy.

Intervention strategies may include, but are not limited to:

- (i) attending academic skills programmes
- (ii) attending tutorial or study groups
- (iii) receiving individual case management
- (iv) attending study clubs
- (v) attending counselling
- (vi) receiving assistance with personal issues which are influencing progress
- (vii) receiving mentoring
- (viii) being placed in a suitable alternative subject within a course

or

a combination of the above and a reduction in course load.

4.2 All records of intervention strategies will be recorded on SMD 174 Intervention Strategy Record and filed away in the student's file



5.0 Not meeting course requirements

5.1 Students that have been assessed as achieving unsatisfactory course progress in two consecutive study periods and who have had an intervention strategy activated, with sufficient time for the strategy to run its course, will be sent an Intention to Report letter, advising of Unique International College's Intention to Report them to the Secretary of DEEWR through PRISMS.

5.2 The student will be advised that they have 20 working days from the date of the Intention to Report Letter in which to appeal the decision.

5.3 A student may only appeal in the following circumstances:

- Compassionate or compelling circumstances (See SMP 145 Compassionate and Compelling Circumstances Policy)
- Academic results were calculated incorrectly
- An intervention strategy was not implemented, an intervention strategy was not given enough time for it to run its course, or this policy was not adhered to

5.4 In the event a student lodges an appeal, the student will only be reported when the appeal process is completed, that is, Unique International College's internal appeals process, plus one external appeal (if required) and the appeal decision does not favour the student. During the appeals process, the student must continue to attend classes.

6.0 Student access to academic results

6.1 Students may access their academic results at any stage throughout their enrolment by completing the Request for Certificate or Academic Transcript Form.

7.0 Extension of course duration

7.1 Unique International College will monitor the progress of all International Students, as listed in point 3.0 of the Student Course Progress Policy, to ensure that at all times, each student is in a position to complete the course within the expected duration as specified in the student's CoE.

7.2 Unique International College will ensure that students will study at least one unit that is not by distance or online learning for each study period.

7.3 Students are not allowed to undertake more than 25 per cent of the total course by distance and/or online learning and students are not allowed to enrol exclusively in distance or online learning for any compulsory study period.

7.4 Unique International College will only grant an extension to student's CoE's where it is clear that the student will not complete the course within the expected duration as the result of:

- (i) Compassionate or compelling circumstances (See SMP 145 UIC Compassionate and Compelling Circumstances Policy)
- (ii) Implementation of an intervention strategy
- (iii) Approved deferment or suspension of study has been granted

8.0 Students granted course extensions

8.1 Once the extension of course duration is approved, Unique International College will notify Department of Education, Employment & Workplace Relations (DEEWR) via PRISMS and issue a new CoE.



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8.2 All student granted an extension of course duration will receive a written letter from the Head of Studies granting extension.

8.3 All records relating to the extension of a student's course duration will be recorded in the student's file

9.0 Students enrolled in a package of courses

9.1 Students enrolled in a package of courses, must first satisfactorily complete all course requirements of their current qualification before progressing to the next qualification.

9.2 Where students have not satisfactorily completed course requirements, they will be expected to repeat the outstanding units of competency in line with Unique International College's SMP 126 Repeating Units of Competency Policy

Related Policies

- SMP 129 Student Deferment suspension and cancellation policy and procedure
- Entering Academic Results
- Reporting of International Students of PRISMS
- SMP 126 Repeating Units of Competency Policy
- SMP 119 Complaints and appeals process\
- SMP 126 Student Assessment, Reassessment and Repeating Units of Competency Guidelines

Related Forms

- SMD 174 Intervention Strategy Record
- SMD 123 Student Communication Record Form
- Unsatisfactory Course Progress Warning Letter
- At risk of unsatisfactory Course Progress Warning Letter
- Intention to report letter