



# COURSE PROGRESS PROCEDURE

## PURPOSE

The purpose of this procedure is to ensure that The Academy of International Education (Australia) identifies international students at risk of breaching course progress requirements.

## SCOPE

This procedure applies to all international students enrolled to study with The Academy of International Education (Australia).

## RESPONSIBILITIES

The Training Manager will be responsible for:

- *Monitoring and assessing the progress of each student to ensure they are making satisfactory course progress and will complete the course within the expected duration as per their CoE and CRICOS*
- *Developing and implementing individual intervention strategies for those students identified as at risk of not meeting progress requirements*
- *Providing feedback to students on their course progress*
- *Notifying the Principal Executive Officer should a student fail to meet course progress requirements*

The Principal Executive Officer will be responsible for notifying and discussing with students their failure to meet course progress requirements and notify DIAC via PRISMS.

The PEO will be responsible for entering the required information on PRISMS and forwarding the resultant breach notice via mail to the student.

## PROCEDURES

### Monitoring Student Progress

At the end of each semester, after all assessments are finalised and entered in the student database, the Training Manager will manually review the academic results and assessment files of each student enrolled to identify any student at risk of not meeting course progress requirements. A semester has the definition of being Semester 1, representing Term 1 and 2, and Semester 2, representing Term 3 and 4. The individual student training plans will be used as a tool to monitor student progress.

### Assessing Student Progress

On assessing a student as being at risk of failing to meeting course progress requirements, the Training Manager will meet with the student to discuss their course progress. Matters to be discussed include a two way discussion about how well the student is coping with the program overall, specific difficulties that may have arisen in relation to studies or study habits, subjects failed, attendance and whether or not the student is still able to complete the requirements of the course within the expected duration of their CoE.

The Training Manager will document and implement an individual Intervention Strategy for the student if there is evidence to indicate that the student is not expected to pass at least 50% of the competencies studied that semester.

### Reporting Student's for Unsatisfactory Progress

Unsatisfactory course progress occurs only when:

- The student has been identified as not making satisfactory course progress in two consecutive semesters
- An intervention strategy was implemented after the student was assessed as not making satisfactory progress at the end of the first semester, after which the student was again assessed as not making satisfactory progress at the end of the second semester

Should a student be deemed to have made unsatisfactory progress, the Training Manager will notify the Principal Executive Officer.

The Principal Executive Officer will:

- Advise students immediately in writing of their failure to meet course progress requirements
- Arrange to meet with the student within 7 days to discuss the situation
- At the meeting, advise the student, in writing, that TAIE is required to notify DIAC on their unsatisfactory course progress, and that they will be required to attend DIAC to discuss their course progress
- Advise the student they have a right to appeal the decision within 28 days as per the Complaints & Appeals Procedure



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- Upon expiration of the student's right of appeal, to immediately notify DIAC by entering the required information on the PRISMS database concerning the student's lack of academic progress and forward resultant breach notice to student via mail

The Administration Manager will:

- Forward the resultant breach notice to the student via mail

### **Student Appeals Against Assessment Decisions**

The Principal Executive Officer will establish an Appeals Committee to consider appeals against assessment decisions. The Appeals Committee will be chaired by the Principal Executive Officer and include at least the Training Manager, educator, the student and a representative of the student, if requested.

Should the Appeals Committee re-affirm the original decision subsequent to the student's appeal, the student will be advised of this in writing, within 7 days, together with the circumstances under which an external appeal against the decision may be lodged.

### **Recording Decisions**

Details of decisions in relation to course progress, and resultant documentation, will be placed on the student's Administration file by the Administration Manager.

### **REFERENCES**

- National Code – 10 (6, 8, 9, 11)