



INTERVENTION STRATEGY PROCEDURE

POLICY

TAIE have chosen to implement the DEEWR- DIAC Course progress Policy and Procedure. Standard 10 of the National Codes of Practice 2007 requires RTO's to have a documented intervention strategy. It is a requirement to implement an intervention strategy for students identified as having unsatisfactory course progress at the end of a study period. Please note that a student may also be assessed at an earlier stage if they are at risk of unsatisfactory progress. Note that TAIE may choose to implement the intervention strategy earlier if a student is identified as being at risk of making unsatisfactory course progress before the end of the study period. This is at the discretion of TAIE. Unsatisfactory course progress is defined as meeting less than 50% of course requirements in any study period with a study period representing a term. The intervention strategy must be made available to staff and students.

TAIE may choose to suspend or extend the student's study as part of the intervention strategy if required.

PURPOSE

To define a framework for the provision of learning support for students deemed to be at risk of failing to meet academic course requirements.

SCOPE

The Intervention Strategy Procedure applies to all international students enrolled to study with The Academy of International Education (Australia).

RESPONSIBILITIES

The Student Support Officer will be responsible for developing and implementing individual intervention strategies for those students identified as at risk of not meeting course progress requirements.

The Administration Manager will be responsible for issuing of warning letters and for filing copies of Intervention Strategies on the student's administrative records

The PEO will be responsible for issuing, re-issuing and cancelling COE's arising out of TAIE's intervention strategy procedure.

Procedure



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At the end of each compulsory study period, the student will be assessed against the Course Progress Policy & Procedure. If the student identified as not making satisfactory course progress, an intervention strategy is to be implemented.

Action

On identifying a student at risk of not meeting course progress requirements, as per the Course Progress Procedure students must be sent a warning letter or be contacted by the Administration Manager or Student Support Officer to communicate the risk. The student is to be advised that they are currently at risk of not meeting satisfactory course progress.

The Student Support Officer will arrange to meet with the student within 7 days to counsel and discuss possible intervention strategies for situations including but not limited to:

- Transition support
- English Language support
- Study skills support
- Welfare support

Intervention Strategies

Transition support

Students require transition support may be directed to the Student Support Officer for assistance with but not limited to:

- Accommodation Advice
- Cultural awareness
- Employment and Career advice
- Travel and transport
- Financial options

Academic skills support

Students will be given individual and/or group instruction on organisation and planning skills, goal setting, note-taking and summarising skills, research skills, referencing, revision techniques and examination strategies. The number and timing of sessions will be determined by student need.



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English Language Support

Students deemed in need of English support will be referred to TAIE's English teacher to assess their English language skills and determine what additional support is required for them to improve their academic progress. Students may also be directed to the training manager for assistance with but not limited to:

- Formatting
- Research skills
- Presentations

Were TAIE is unable to provide an English teacher to support on site the Student Support Officer will engage a third party to intervene.

Additional tutoring

The Student Support Officer will arrange additional tutoring based on need, and will work in consultation with educators to organize, and where appropriate, provide tutoring sessions. Student attendance will be monitored.

Increased monitoring

Students who have a history of poor academic progress will be contacted by the Student Support Officer in the first 2 to 3 weeks of each semester to maintain support links and provide proactive advice.

Welfare support

Students may be directed to the Student Support Officer to receive assistance with personal issues influencing progress. In the instance that the Student Support Officer is not qualified to deal with any personal issues from the student, the student will then be referred to a professional counselor.

Change of Course

The student may wish to transfer to a suitable alternative course as part of the intervention strategy. The student will be required to complete a new application and receive a new letter of offer from the Administration Manager. The PEO is to be notified and will then cancel the original COE and issue a new COE.

Suspension of studies

TAIE may choose to suspend a student's study as part of the intervention strategy plan if there are issues that are identified but cannot be rectified in the near future and will have an impact on the student's performance. The PEO is to be notified and will then suspend the COE. Prior to suspending the COE, the Administration Manager will meet with the student to discuss the effect the extension may have on their enrolment and their Visa.

Extension of studies

TAIE may choose to extend the duration of the student's study as part of the intervention strategy plan where it is clear that the student will not complete the course within the expected duration. The PEO is to be notified and will then extend the COE. Prior to extending the COE, the Administration Manager will meet with the student to discuss the effect the extension may have on their enrolment and their Visa.

Placement in a more appropriate class

Based on feedback from students and consultation with trainers, students may be placed in a more appropriate class.

The Student Support Officer will prepare an individual intervention strategy, requests the student to sign a copy, and then forward a copy of the Intervention Strategy to the Administration Manager for inclusion in the student's Administrative file.

The Student Support Officer will ensure that the intervention strategy is implemented and monitored, and that the student is actively participating in the strategies recommended.

Should a student's course progress fail to improve following the implementation of the intervention strategy, and the student fails more than 50% of competencies attempted in the 2nd consecutive semester, The Student Support Officer will notify the Administration Manager that the student has failed to meet course progress requirements.

The Administration Manager will notify the student of the outcome of their failure to meet course progress requirements as per the Course Progress Procedure.

REFERENCES

- National Code – 10 (6, 8, 9, 11)