

MONITORING COURSE PROGRESS POLICY

POLICY & PROCEDURES

(Vocational Education and Training)

Scope

This policy is to:

- set out the procedures adopted by Evolution to oversee students' course progress including recording, monitoring, assessing, counselling and reporting the course progress of each student.
- ensure that students make satisfactory course progress and to meet regulatory requirements.
- aims to promote transparent, equitable and accountable assessment practices and justifiable quality outcomes.
- ensure that Evolution compliance with legislative and regulatory requirements.

This policy applies to:

- all Evolution stakeholders.

Definitions

DEFINITION	
CoE	Confirmation of Enrolment
Compassionate or compelling circumstances	<p>Circumstances are generally those beyond the control of the student and have an impact on the student's course progress or well-being. These could include, but are not limited to:</p> <ul style="list-style-type: none"> • serious illness or injury, where a medical certificate states that the student was unable to attend classes. • bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided). • major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted the student's studies. • traumatic experience, which could include: <ul style="list-style-type: none"> ◦ involvement in, or witnessing of a serious accident; or ◦ witnessing or being the victim of a serious crime, and this has impacted on the student (these cases should be supported by police or psychologists' reports) • where the registered provider was unable to offer a pre-requisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol. <p>Note: Evolution uses professional judgement to assess each case on its merits.</p>
VET	Vocational Education and Training
Evolution / College	Evolution Systems for Training and Development Pty Ltd (ABN: 73 114 531 636) trading as Evolution Hospitality Institute/Evolution English Language Centre (RTO 91256) (CRICOS: 02869G)
PRISMS	Provider Registration and International Student Management System
Monitoring	Monitoring refers to the active checking of course progress.
Unsatisfactory Progress	Unsatisfactory Progress is defined as not successfully completing or demonstrating competency in at least 50 percent of course requirements in a study period.

DEFINITION	
International Student / Overseas Student	An overseas student is defined as a person (whether inside or outside Australia) who holds a student visa
Domestic Student	For the purpose of this policy, a domestic student is defined as a student who is not an overseas student.
Study Period	A Study Period is the period required to complete a subject/s. It includes teaching period and the assessment period. The length of a study period is 10 weeks.

Policy and Procedures

MONITORING

- Student's progress is assessed, monitored and recorded in their enrolled courses, including:
 - Reviewing attendance records
 - Reviewing assessments
 - Checking overall competency
- Academic and Student Support teams are monitoring and identifying students at risk of not progressing.
- At the end of each study period, students are assessed against their progression of the timetabled stage of the course.
- During the study period,
 - a First Warning Letter will be issued, if a student is identified for the first time as not making satisfactory course progress.
 - a Second Warning Letter will be issued after the First Warning Letter when it has been identified that the student has not made any improvement on progression or attendance.
 - if a student is identified as at risk of making unsatisfactory course progression before the end of the study period, the Warning Letters and Intervention Strategy are implemented as early as practicable.
- Student's attendance is monitored in conjunction with the students' academic progress. Should the student fall below attendance - 80% of the scheduled contact hours for the course, which will threaten the students' progress the students is also subjected to early intervention.

INTERVENTION STRATEGY

- If a student is identified as being at risk of not completing the course in the required time or of making unsatisfactory progress in a study period, the following process is followed:
 - the student is contacted requesting that they have to meet with the Academic and Student Support teams to develop an Intervention Strategy to ensure that the student maintains satisfactory course progress.
 - the Intervention Strategy is implemented.
- Intervention strategy will be prepared for students who are not making satisfactory course progress, including:
 - procedures for contacting and counselling students
 - strategies to assist identified students to achieve satisfactory course progress
- Intervention strategy includes provisions for advising students that:
 - their suitability for the course in which they are enrolled, where appropriate.
 - opportunities to be reassessed for assessment items in which they had failed.
 - for international student, unsatisfactory course progress in two consecutive study periods could lead to the student being reported in PRISMS and their visa may be cancelled.

INTENTION TO REPORT (FOR INTERNATIONAL STUDENTS)

- Intention To Report will be issued to student who is identified as not making satisfactory course progress in two consecutive compulsory study periods/stages.
- Evolution will report a student with unsatisfactory course progress in two consecutive study periods in PRISMS after issuing the Intention To Report, and the complaints and appeals processes is completed as per the Complaints and Appeals Policy & Procedures.



EXTENDING COURSE DURATION

- Student's course duration will be considered to extend following the circumstances:
 - compassionate or compelling reasons
 - implemented, or is in the process of implementing, an intervention strategy for the student who is at risk of not meeting course progress requirements
 - an approved deferral or suspension of the student's enrolment has occurred.