INTERVENTION POLICY

Table 1 - Intervention strategy process

Stage	Description	College Action			Student Action
		English Students	**Vocational Students (Non SVP)**	**SVP Vocational Students**	
Identifying at risk students		The teacher identifies students having difficulty making progress and informs the Academic Manager.	Results recorded after each assessment event. At risk students identified as failing more than 50% subjects based on current results.	Results recorded after each assessment event. At risk students identified as failing one or more subjects based on current results.	
"At risk" Pre-Intervention stage	Informal discussion	Teacher/Academic Manager meets with student.	Students are given an informal verbal warning that they are at risk.	Students are given an informal verbal warning that they are at risk.	VET students may log in and view their results at any time during the term.
Intervention stage	Student does not pass more than 50% of their subjects in one study period^	Academic Manager arranges one on one or small group tuition for an hour per week for the rest of that study period.	Letter//email/SMS to activate intervention strategy sent by College to student. The letter requests student to attend an intervention meeting. Students are given a letter regarding the outcome of their intervention meeting and any conditions attached.	Letter/email/SMS to activate intervention strategy sent by the College to the student. The letter requests student to attend an intervention meeting. Students are given a letter regarding the outcome and any conditions attached as well as the impact on any future package courses at APC. Warning email/SMS/letter sent to students failing <50% of subjects but >0%.	Student sees Student Services to arrange an intervention meeting.

Mid-intervention stage	Progress data collection	Teacher feedback in class or letters from the school.	Mid-term results (Vocational students – except Cert II). End of subject results (Certificate II students)	Mid-term results (Vocational students – except Cert II). End of subject results (Certificate II students)	VET students may log in and view their results at any time during the term.
Intention to Report Stage	Students who do not pass more than 50% of subjects in two consecutive study periods^ are issued with an "Intention to report" letter and given 20 working days to appeal.	Intention to report letter issued. **Clock counts down 20 working days from the date of the letter/email/SMS for student to lodge an appeal.**	Intention to report letter issued. **Clock counts down 20 working days from the date of the letter/email/SMS for student to lodge an appeal.**	Intention to report letter issued. **Clock counts down 20 working days from the date of the letter/email/SMS for student to lodge an appeal.**	**Student may see Student Services to lodge an appeal.** If appeal is not lodged the appeals process continues to reporting stage.
Appeals stage	Internal and external appeals process	Internal and external appeals process	Internal and external appeals process	Internal and external appeals process	See: Students Complaints and Appeals Policy
Reporting stage	Students who fail to lodge an appeal or whose appeal is unsuccessful are reported to the relevant government department on PRISMS	College cancels student's COE for poor course progress.	College cancels student's COE for poor course progress.	College cancels student's COE for poor course progress.	
Post reporting stage	Student is sent a copy of the PRISMS non-compliance letter and a copy is kept on the student's file	College sends student a copy of the non-compliance notice.	College sends student a copy of the non-compliance notice.	College sends student a copy of the non-compliance notice.	Student will be contacted by the Department of Immigration and Border Protection.

^Study period:
- 1 term (APC Vocational students – except Certificate II in Business students)
- 2 subjects (APC Certificate II in Business students and APTT students)
- As defined in the student's letter of offer (APC and EU English students)