



## COURSE PROGRESS POLICY

### PREAMBLE

The College supports its students in completing their course within the required duration and fulfill their visa requirements for course progress. This Policy outlines the College's method to monitor student's course progress, identify those students who may be failing to meet course requirements and manage and/or report those students who fail to meet course progress requirements.

### DEFINITIONS AND ACRONYMS

“**CoE**” means Certificate of Enrolment

“**College**” means Australian Pacific College, English Unlimited and Australian Pacific Travel and Tourism.

“**CRICOS**” means the Commonwealth Register of Institutions and Courses for Overseas Students as prescribed by section 10 of the ESOS Act.

“**DoE**” means Department of Education.

“**EAP**” means English for Academic Purposes

“**ELICOS**” means English Language Intensive Courses for Overseas Students.

“**ESOS Act**” means the Education Services for Overseas Students Act 2000

“**Expected Duration**” means the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

“**HSP**” means High School Preparation

“**National Code**” means the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

“**Policy**” means this Course Progress Policy.

“**PRISMS**” means the Provider Registration and International Student Management System.



**“Relevant College Staff”** means:

- a) for ELICOS students: the Academic Manager or person to who authority is delegated by the Academic Manager;
- b) for Vocational students: Student Care

**“Study period”** means:

- a) for ELICOS courses: the lesser of 6 months or half the length of the CoE for the course; and
- b) for VET courses: 1 term, or where the course is 1 term in length or shorter, 2 consecutive subjects.

**“VET”** means vocational education and training.

## **POLICY/PROCEDURE**

### **1. NATIONAL CODE**

1.1 Standard 8 of the National Code requires that:

The College must monitor the course progress of students to ensure they are in a position to complete their course within the Expected Duration specified on their CoE.

1.2 The College will monitor record and assess the course progress of each student and identify, notify and assist students at risk of not meeting course progress.

1.3 Students who are required to enter into an intervention strategy will be informed of this in writing and in a meeting with Student Care staff. (see: *Intervention Strategy Policy*)

1.4 The College, as a provider of VET courses has policies that promote and uphold the academic integrity of the registered courses and meet the training package or accredited course requirements where applicable and processes to address misconduct and allegations of misconduct. (see Related Policies and Procedures table on page 5 of this Policy)

### **2 MONITORING AND RECORDING COURSE PROGRESS FOR VET AND ELICOS**

2.1 Course progress shall be monitored by the use of assessments. All students will be assessed regularly during the Study Period.



- 2.2 The course progress of all students will be assessed at the end of each compulsory Study Period. A record of each student's course progress will be maintained on the student management system.
- 2.3 To achieve satisfactory course progress, students will need to achieve competency in 50% or more of the subjects during the Study Period.
- 2.4 At the end of each Study Period a list will be generated by the College of students who are not making satisfactory course progress and those students will be informed by email or SMS of their poor academic achievement.
- 2.5 The College will implement its intervention strategy in respect of those students who are identified as not achieving satisfactory course progress (see: *Intervention Strategy Policy*).
- 2.6 Where the student fails to achieve satisfactory course progress for 2 consecutive Study Periods the College will take steps to report the student to the relevant government authority.

### **3. VET COURSES - ASSESSMENT PROCEDURES**

- 3.1 All VET students will be regularly assessed during the Study Period. Assessments will be consistent with the Standards for NVR Registered Training Organisations and the relevant training package or accredited course.
- 3.2 Trainers will mark completed assessments and enter results into the student management system. The marking and entering of results into the student management system must take place within 2 weeks after the assessment due date.
- 3.3 Once all results are entered into the student management system, students may view their results on the student portal section of the student management system at any time.

### **4. ELICOS - ASSESSMENT PROCEDURES**

- 4.1 The College will monitor the course progress of ELICOS students through weekly tests. Students will also be tested to assess readiness to progress to the next level of their General English, EAP or HSP course. EAP and HSP students will complete the Test of English Language Proficiency to determine their readiness to progress to their next course.



- 4.2 The Academic Manager marks all tests in order to ensure consistency of marking. Results are entered into the College student management system.

## **5. INTERVENTION**

- 5.1 The College's intervention strategy must be implemented for students who are identified as having failed to demonstrate satisfactory course progress in at least 50% or more of the subjects/course requirements during the Study Period (see: Intervention Strategy Policy).
- 5.2 Relevant College Staff will contact students who have failed to achieve satisfactory course progress via email or SMS. A meeting is arranged between the student and the Relevant College Staff and an intervention strategy is implemented (see: Intervention Strategy Policy).
- 5.3 If a student is identified as not making satisfactory course progress in a second consecutive Study Period, the College will advise the student in writing of its intention to report the student to DoE through PRISMS for not meeting satisfactory course progress for 2 consecutive study periods, and that he/she has 20 working days to initiate the College's internal complaints and appeals process (see: Intervention Policy, Complaints and Appeals Policy).
- 5.4 The College must notify the relevant government department via PRISMS of those students not achieving satisfactory course progress as soon as practicable where:
- a) the student does not access the Complaints and Appeals Process within 20 days, or
  - b) the student withdraws in writing to the College from the Complaints and Appeals Process (either internal or external complaints and appeals process), or
  - c) the student chooses not to access the external complaints and appeals process; or
  - d) the Complaints and Appeals Process (internal and external) decision is in favour of the College.

## **POLICY REVIEW**

This Policy covers all students studying at the College on a student visa. This Policy is available to students and staff by way of the College's website(s) and through student/staff orientation handbooks.

This Policy will be reviewed as part of the College's three year policy review cycle or as required by regulatory changes.



## RELEVANT LEGISLATION

This document references the following legislation, regulations, codes and standards:

<b>Relevant Legislation/codes/standards</b>	
<b>Commonwealth</b>	National Code of Practice for Providers of Education and Training to Overseas Students 2018 Education Services for Overseas Students Act 2000

## RELATED POLICIES AND PROCEDURES

This document references the following College policies and/or procedures:

<b>Related Policies and Procedures</b>	
<b>Policies</b>	Intervention Policy Complaints and Appeals Policy Student Assessment Policy Completion within Expected Duration Policy Validation and Moderation of Assessment Policy and Procedure Training Package Transition And Teach Out Policy Policy For Review And Evaluation Of Courses And Assessment Tools Student Code of Conduct

## KEYWORDS

<b>Keywords</b>	Course progress, duration of course, monitor student progress, intervention, assessment procedures
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## POLICY OWNER

<b>Policy Owner</b>	Learning Innovation Enterprise Unit and Learner Experience Enterprise Unit
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## POLICY/PROCEDURE HISTORY

<b>Policy History</b>			
<b>Current version</b>	<b>Current version release date</b>	<b>Author</b>	<b>Description of changes</b>
Course Progress Policy v1.8R	2 February 2015		Original Document
Course Progress Policy v1.11R	December 2017	Sara Gaudry	Full update in accordance with the Policy and Procedure Template v1.0, Guidelines for Drafting Policies and Procedures v1.0 and the National Code.
Course Progress Policy v1.11R	June 2019	Sara Gaudry	Letterhead update and addition of a policy owner.