



VET COURSE PROGRESS POLICY

PREAMBLE

The College supports its students in completing their course within the required duration and fulfilling their visa requirements for course progress. This Policy outlines the College's method for monitoring VET students' course progress, identifying those students who may be failing to meet course requirements and managing and/or reporting those students who fail to meet course progress requirements.

DEFINITIONS AND ACRONYMS

“**CoE**” means Confirmation of Enrolment

“**College**” means Australian Pacific College.

“**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.

“**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.

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

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

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

“**Study period**” means 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 .
- 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 .

2 MONITORING AND RECORDING COURSE PROGRESS FOR VET STUDENTS

- 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 to those students who are identified as not achieving satisfactory course progress.
- 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 relevant training package or accredited course.
- 3.2 Trainers will mark completed assessments and enter results in the student management system. The marking and entering of results into the student management system must take place within 1 week 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. INTERVENTION

- 4.1 The College's intervention strategy must be implemented for students who are identified as 'at risk'. An 'at risk' student is one who does not demonstrate satisfactory course progress in at least 50% or more of their subjects' requirements during the Study Period.
- 4.2 These students will be contacted via email or SMS. A meeting will be arranged between the student and the College and an intervention strategy will be implemented.
- 4.3 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 note the reasons for the intention to report and that they have 20 working days to initiate the College's internal complaints and appeals process.
- 4.4 The College has in place various strategies to assist students with their studies in an attempt to achieve competency in their course including, one-on-one tuition, small group tuition, Holiday Intervention Programs and additional catch up classes..
- 4.5 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 College's 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.

5. EXTENSIONS

- 5.1 If a student has encountered some compassionate and compelling circumstances during the term and was unable to submit the assessment they can apply for an extension at Student Care. The extension will provide the student with additional time to finish their work. The maximum period of extension is two weeks depending on the original submission date, the student's circumstances and the term dates.

6. LATE SUBMISSIONS

- 6.1 The original submission date gives students the opportunity to receive full marks for the assessment component they submitted. However, all students have the possibility to submit their assessment at a later date, up to 7 days after the original submission day. Each day of lateness attracts a 5% penalty calculated from the maximum marks possible. Submitting an assessment late does not guarantee a pass and students might be advised to resubmit in Week 9 or attend HIP.

7. RESUBMISSION

- 7.1 If students comply with the required assessment dates, but are initially assessed as not yet competent, they are entitled to a second attempt (resubmission) up to and including Week 9 of the term provided that they have made a genuine attempt in their initial submission. Re-assessment should take place within a reasonable timeframe and is done through the College's Learner Management System.

8. DOUBLE QUALIFICATIONS COURSE PROGRESS

- 8.1 For the purpose of effective course progress monitoring, all courses that result in a double qualification are treated the same way as the single qualification courses. All students must comply with all the sections of this Policy in order to achieve satisfactory course progress.

- 8.2 Receiving a Statement of Attainment or Full Qualification depends on the level



of the course progress for each qualification. Students must successfully complete all subjects in order to be awarded the full qualification.

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:

Relevant Legislation/codes/standards	
Commonwealth	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:

Related Policies and Procedures	
Policies	Intervention Policy Complaints and Appeals Policy Student Assessment Policy (VET) Student Code of Conduct Plagiarised and Dishonest Assessments Policy and Procedure Policy for Review and Evaluation of Courses and Assessment Tools Validation and Moderation of Assessment Policy and Procedure

KEYWORDS

Keywords	Course progress, duration of course, monitor student progress, intervention, assessment procedures
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POLICY OWNER

Policy Owner	Learning Innovation Unit
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POLICY/PROCEDURE HISTORY

Policy History			
Current version	Current version release date	Author	Description of changes
VET Course Progress Policy v1.0R	October 2019	Sara Gaudry	Course Progress Policy v1.11R has been superseded and no longer exists. It has been divided into VET Course Progress Policy v1.0 and ELICOS Course Progress Policy v1.0.
VET Course Progress Policy v1.1R(APC)	December 2020	Sara Gaudry	General review.