



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.

Although specific regulations apply to the monitoring and management of course progress for the College's International Students (in particular but not limited to our Student Visa Holders), the College also implements the basic principles and processes outlined in this Policy for all of its students.

DEFINITIONS AND ACRONYMS

“**AM**” means Academic Manager.

“**CoE**” means Confirmation of Enrolment.

“**College**” means Australian Pacific College and APC Design School.

“**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.

“**Genuine Attempt**” means any assessment submitted by a student which is their own work, where they genuinely attempted all questions or requirements of that assessment task.

“**International Student**” means a temporary resident of Australia and/or a resident or citizen of any other country and includes:

- a) temporary visa holders such as (but not limited to):
 - i) guardian visa
 - ii) partner visa (temporary)
 - iii) graduate visa
 - iv) skilled work visa
 - v) bridging visa
- b) student visa holders which include a person (whether within or outside Australia) who holds a student visa as defined by the ESOS Act but does not



- include students of a kind prescribed in the ESOS regulations; and
- c) intending overseas students which include a person (whether within or outside Australia) who intends to become or who has taken any steps towards becoming an overseas student.

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

“**PASS**” means Progression And Academic Support System.

“**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.

“**Underage Student**” means a student of the College who is under the age of 18 years (calculated from the time of the student’s date of birth) at the date of enrolment with the College.

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

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 using 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, Progression and Academic Support System (PASS) 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:
- the student does not access the College's complaints and appeals process within 20 days, or
 - the student withdraws in writing to the College from the complaints and appeals process (either internal or external complaints and appeals process), or
 - the student chooses not to access the external complaints and appeals process; or
 - the complaints and appeals process (internal and external) decision is in favour of the College.

5. EXTENSIONS

- 5.1 Students who have compelling or compassionate grounds with valid evidence may apply for an extension but this must be done before the assessment is due or as soon as practicable and must be made with the appropriate forms. Students can apply for an extension by contacting Student Care. If the student's request for an extension is successful, there will be no marks penalty deducted for the period of the extension. The student will not be able to apply for an extension after the due date unless exceptional circumstances apply.

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 up to 7 days (including weekends, weekdays and public holidays) 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 do a 7-Day Free Resubmission (if eligible) or access PASS.

7. 7-DAY FREE RESUBMISSION

- 7.1 If a student:
- complies with the required assessment dates;
 - submits an assessment which is part of the current term's subject;
 - makes a Genuine Attempt on the assessment; and
 - is initially assessed as not yet competent;
- they are entitled to a second attempt (7-Day Free Resubmission) up to 7 days from receiving their results through the College's Learning Management System. The



student will be notified of their eligibility to utilise the 7 day free resubmission by their trainer through the LMS.

- 7.2 7-day free resubmissions are lodged through the College's LMS and an email sent to their trainer noting the re-submission or a comment can be left in the LMS upon submission.

8. PASS

- 8.1 PASS is one of the College's strategies to increase study engagement and to improve the course progress of its students.
- 8.2 PASS is offered to all students studying vocational courses. Refer to the College's [website](#) for more information and the registration and assessment submission due dates.
- 8.3 Where a student is unsuccessful in achieving competency for a subject, students can access PASS in any term during their current course to gain additional support and resubmit assessments. This is also the case if a student:
- a) misses their initial submission;
 - b) is found not yet competent after utilising the 7-day free resubmission;
or
 - c) is ineligible/did not access the 7-day free resubmission.
- 8.4 For students wishing to access PASS, the PASS registration link is available on the APC website where students can register and pay for PASS. The registration due date is available on the PASS website (5:00pm on Wednesday in the week after the term end date). Once a student is registered in PASS they will be enrolled into a special PASS instance in myAPC.hub where they will submit their selected assessment.
- 8.5 Once a student is registered in PASS, they must submit the assessments before the due date listed on the website (midnight on Sunday one week after term end date).
- 8.6 Please refer to the College's [website](#) and Student Care for more information and the Schedule of Administrative (Non-Tuition) Fees for the costs associated with PASS.

9. DOUBLE QUALIFICATIONS COURSE PROGRESS

- 9.1 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.
- 9.2 Receiving qualification documentation including statement of attainment, record of results and testamur depends on the level of the course progress for each qualification. Students must successfully complete all subjects in order to be awarded the testamur.



10. UNDERAGE STUDENTS

- 10.1 If a VET Underage Student requires additional support by the College in accordance with the VET Course Progress Policy, the Study Progress Team or AM must inform the Underage Student’s Campus Manager. All written communication to the student about the support process must be copied to their parent or carer. All verbal communication with the student must also include the student’s parent/carer and Campus Manager.

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 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.
VET Course Progress Policy v1.2R(APC)	May 2021	Youngeun Song	Amendments due to introduction of PASS program
VET Course Progress Policy v1.3R(APC/APC Design School)	June 2022	Sara Gaudry Marta Setkowicz Cornelia Ramsay	Addition of Under 18 clause (see clause 10) and associated definition for Underage Student. Update of letterhead to include APC Design School. Update of PASS process in clause 8. Extension of policy to include domestic students.