

Course Progress Policy & Procedure

Policy/Purpose:

This policy and procedure describes how ACDC implements monitoring of course progress by:

- Systematically monitoring, recording and assessing the course progression of each student for each unit of the course they are enrolled in;
- Being proactive in notifying, supporting and counseling students who are at risk of failing to meet course progression requirements; and
- Describes the circumstances in which ACDC will report international students via PRISMS if they do not meet course progress requirements.

Satisfactory course progression means successfully completing all assessments for at least 50% of units during each compulsory study period.

Course progression monitoring will be conducted at the end of each completed term of study.

Compulsory study periods vary from intake to intake. Study periods are published in the Course Progress Schedule for each course and are published and provided to students in their personal timetable during Orientation.

Scope:

This policy and procedure covers the following:

- International students studying on a Visa

Procedure:

#	Responsibility	Steps
1	Trainers	Trainers should consult with students when they are deemed 'at risk' throughout the study period.
2	Student Administration	At the end of a compulsory study period, student progress is reviewed and the <i>Student_Progress.xls</i> is updated with the number of units a student has achieved for the period. Compulsory study periods are published in the Course Progress Schedule for each course.

Melbourne City Institute Pty Ltd T/A Australian City Design College	ABN: 87618364319	RTO: 45353 CRICOS: 03684J
Suite 802, 343 Little Collins Street, Melbourne VIC 3000 Australia	Ph: 03 8640 9958	www.acdc.edu.au
Document Number: P16	Document Name: Course Progress	Modified by: K Papastathopoulos
Version: 5	Review Date: Dec 2020	Modified on: 10/02/2020

P16- Course Progress Policy & Procedure

#	Responsibility	Steps
		<p>The <i>Student_Progress.xls</i> calculates the percentage of course completion at that time and is analysed to identify:</p> <ul style="list-style-type: none"> • 'at risk' students • improvement opportunities for courses and teaching methods. • Any other issues that need to be addressed for the student to complete their chosen qualification successfully and/or within their allocated eCoE timeline. <p><u>First unsatisfactory course progression</u></p> <p>Failure to meet Academic Progress conditions during the 1st study period will result in Student Administration emailing the student a N17 Academic Performance Warning Letter inviting the student in for an Intervention meeting. <u>The Student's agent must be cc'd in on all correspondence.</u></p> <p>All notices to students are sent through the Student Records Management System.</p> <p>If the student fails to attend the meeting or contact ACDC to reschedule, then a N18 Unattended Intervention Meeting will be emailed to the student (cc: agent).</p> <p>If the student once again fails attend the meeting or contact ACDC to reschedule, then a D06 Intent to report letter will be emailed to the student (cc: agent)</p> <p>All notices to students are sent through the Student Records Management System.</p> <p>Students identified as not meeting course progress will be recorded and monitored via the R07 Progress and Intervention Register.</p> <p>Students with active intervention strategies will be flagged on attendance rolls for easy identification and monitoring by trainers.</p> <p>All documentation must be saved in X-drive >Administration > Admissions>3-Studying.</p>
3	Compliance Manager or Administration	An ACDC Representative will meet and discuss intervention strategies with the student. The meeting, discussion and strategies will be recorded using F13 Intervention Strategy form.

Melbourne City Institute Pty Ltd T/A Australian City Design College	ABN: 87618364319	RTO: 45353 CRICOS: 03684J
Suite 802, 343 Little Collins Street, Melbourne VIC 3000 Australia	Ph: 03 8640 9958	www.acdc.edu.au
Document Number: P16	Document Name: Course Progress	Modified by: K Papastathopoulos
Version: 5	Review Date: Dec 2020	Modified on: 10/02/2020

P16- Course Progress Policy & Procedure

#	Responsibility	Steps
	Manager or Academic Manager	A copy of the agreed to and signed F13 Intervention Strategy will be sent to the student and the Trainer by email. R07 Progress and Intervention Register will be updated with the meeting details.
4	Trainer/Assessor Compliance Manager or Administration Manager or Academic Manager	The intervention strategy will be implemented and monitored according to the recorded monitoring activities. Monitoring outcomes will be recorded in F13 Intervention Strategy , and reasonable action will be taken as necessary. Students with active intervention strategies will be flagged on attendance rolls for easy identification and monitoring by trainers. R07 Progress and Intervention Register will be updated with the relevant details.
5	Student Administration	For students with an active intervention strategy, three (3) months prior the end of a consecutive compulsory study period, student progress is reviewed and the <i>Student_Progress.xls</i> is updated with the number of units a student has achieved at that point in time. The <i>Student_Progress.xls</i> calculates the percentage of course completion at that time, and is analysed to identify: <ul style="list-style-type: none"> students with unsatisfactory course progress. If at this point in time students are still not engaging with the intervention strategy and achieving satisfactory course progress, then the student's education agent will be notified of the situation by email, advising that if progress does not improve the next step will be sending the student an <i>Intention to Report</i> notice (cc. student).
6	Student Administration	At the end of a compulsory study period, student progress is reviewed and the <i>Student_Progress.xls</i> is updated with the number of units a student has achieved for the period. The <i>Student_Progress.xls</i> calculates the percentage of course completion at that time, and is analysed to identify: <ul style="list-style-type: none"> 'at risk' students students with unsatisfactory course progress.

P16- Course Progress Policy & Procedure

#	Responsibility	Steps
		<p><u>Second consecutive unsatisfactory course progression</u></p> <p>Failure to meet Academic Progress conditions in a consecutive study period will result in Student Administration sending a D06 Intent to Report notice to the student, by email.</p> <p>All notices to students are sent through the Student Records Management System.</p> <p>This letter must also advise the student of their rights to appeal the decision in accordance with ACDC Complaints and Appeals policy within 20 working days.</p> <p>R07 Progress and Intervention Register will be updated with the meeting details.</p> <p>All documentation must be saved in X-drive >Administration > Admissions>3-Studying.</p>
7	CEO/ Compliance Manager	<p>ACDC must maintain overseas student's enrolment during the appeals period (20 working days).</p> <p>The student's CoE will be cancelled and the student reported through PRISM if:</p> <ul style="list-style-type: none"> • The internal and external complaints processes have been completed and the breach has upheld; • The overseas student has chosen not to access the internal complaints and appeals process within the 20-working day period; • The overseas student has chosen not to access an external complaints and appeals process; or • The overseas student withdraws from the internal or external appeals process by notifying the registered provider in writing.
8	Academic Manager/Trainer/ Student Administration	<p>R07 Progress and Intervention Register to be updated as required.</p> <p>All documentation must be saved in X-drive >Administration > Admissions>3-Studying.</p>

P16- Course Progress Policy & Procedure

Related Documents/Forms/Policies:

N17 Academic Performance Warning Letter

N18 Unattended Intervention Meeting

D06 Intent to Report Letter

P04 Complaints and Appeals

F07 Complaints Form

F08 Appeal Form

F13 Intervention Strategy

R07 Progress and Intervention Register

Course Progress Schedule

Individual student timetables

Melbourne City Institute Pty Ltd T/A Australian City Design College	ABN: 87618364319	RTO: 45353 CRICOS: 03684J
Suite 802, 343 Little Collins Street, Melbourne VIC 3000 Australia	Ph: 03 8640 9958	www.acdc.edu.au
Document Number: P16	Document Name: Course Progress	Modified by: K Papastathopoulos
Version: 5	Review Date: Dec 2020	Modified on: 10/02/2020