



**VICTORIAN
INSTITUTE OF
EDUCATION**
VET COURSE PROGRESS POLICY

Version Control

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Summary of Changes

12/06/2018	Full Version V1.2 SC9-IE: Course Progress Policy & Procedure International Students – VET and ELICOS
13/10/2021	Revised Version V2.1 of Course Progress Policy International Students – VET include National Code, Monitoring & Recording Course Progress, VET Course Procedures, Extensions and Late Submissions. The following has been removed: Completion within expected duration, Course Progress Requirements, Online or Distance Learning and Course Progress Procedures.

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Purpose

The purpose of this policy is to ensure that Victorian Institute of Education monitors international students to ensure that they can complete their course within the duration specified on their Confirmation of Enrolment (CoE) and that timely intervention strategies are implemented for students who are at risk of failing to meet course progress requirements.

The intention of this policy is to provide all students with the best opportunity to meet their study goals and aspirations and to ensure that students do not breach their visa requirements.

This ensures compliance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Definitions

Academic Holiday Period	An Academic year is comprised of 4 Terms, January to March, April to June, July to September, October to December. Each Term consists of 13 weeks. This consists of a Study Period of 10 weeks and Academic Holiday Period of 3 weeks.
At Risk	Students who fail any units within the first half (5 weeks) of a study period are deemed to be at risk of not meeting VIE academic course progression requirements.
CoE	Means Confirmation of Enrolment
College	Means Victorian Institute of Education.
Compassionate or Compelling Circumstances	<p>'Compassionate or compelling circumstances' are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These could include, but are not limited to:</p> <ul style="list-style-type: none"> serious illness or injury, where a medical certificate states that the student was unable to attend classes; bereavement of close family members such as parents or grandparents; major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; a traumatic experience which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports); or Any other circumstance would require evidence to be considered as <p>compassionate or compelling.</p>
CRICOS	<p>Means the Commonwealth Register of Institutions and Courses for</p> <ul style="list-style-type: none"> Overseas Students as prescribed by section 10 of the ESOS Act. Course refers to the specific course a student is enrolled
DoE	Means Department of Education
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.
Intervention Strategy	<p>The process of identifying and supporting students who, because of poor performance, are identified as being at risk of failing to make satisfactory academic progress.</p> <p>Intervention strategies may include but are not limited to:</p>

- Regular meetings with trainers / LLN Learning Support Staff
- Support with implementing effective study strategies and time management skills
- Granting of Special Consideration in circumstances of serious illness or misadventure, which has affected the student's ability to submit or sit for assessments.
- Developing individual study plans with students to help support future course progress
- Reducing course load
- Accessing counselling support
- Referring to any other support services if and when required.

A combination of the above

National Code	Means 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
Satisfactory Course Progress	Where a student meets course progress requirements for a study period as identified in the Training and Assessment Strategy for each course
Study period	The study period used for determining satisfactory academic progress is 10 (ten) academic weeks
Term	A 13 week period within the Academic Calendar consisting of a Study Period of 10 weeks and Academic Holiday Period of 3 weeks.
Unsatisfactory Course Progress	Where a student does not meet course progress requirements for a study period as identified in Training and Assessment Strategy for each course
VET	Means Vocational Education and Training
VIE	Means Victorian Institute of Education

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

- 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 midway point and at the end of each compulsory Study Period.
- 2.3 A record of each student's course progress will be maintained on the student management system.
- 2.4 To achieve satisfactory course progress, students will need to achieve competency in 50% or more of their subjects by the of the Study Period.
- 2.5 At the midway point of each Study Period, a list will be generated by the College of students who are not making satisfactory course progress and are considered as 'at risk' of failing the term.
- 2.6 Students who are deemed as not making satisfactory course progress will be informed by email or SMS that they are not meeting course progress requirements.
- 2.7 Students who have passed at least 50% of units by the final week of the Study Period will be given an opportunity for re-assessment during the Academic Holiday Period.
- 2.8 At the end of the term, all student results will be finalised including students who have attended for re-assessment during the Academic Holiday Period.
- 2.9 Final term results will determine the students that have achieved course progress requirements and those that have not achieved satisfactory course progress.
- 2.10 The College will send a 1st Academic Warning to those students who have not achieved satisfactory course progress.
- 2.11 The College will implement its intervention strategy in respect to those students who are identified as not achieving satisfactory course progress/have received a 1st Academic Warning.
- 2.12 Students who have been placed on intervention will be monitored closely by the College. If at the midway point of the following Study Period, the Intervention Student fails to meet Satisfactory Course Progress, the student will be issued a 2nd Academic Warning.

- 2.13 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 have failed to meet Satisfactory Course Progress requirements.
- 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 Students placed on an intervention strategy will be closely monitored by the College. If at the midway point of the following Study Period, the Intervention Student fails to meet Satisfactory Course Progress, the student will be issued a 2nd Academic Warning.
- 4.4 If a student is identified as not meeting 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.
- 4.5 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 additional catch up classes.
- 4.6 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 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. Students can apply for an extension by contacting Student Support. 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 If a student:

- a) complies with the required assessment due dates;
- b) submits an assessment which is part of the current term's subject;
- c) makes a Genuine Attempt on the assessment; and
- d) 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

6.2 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

7. Reporting Students

- 7.1 Where a student has demonstrated unsatisfactory course progress in a study period and/or has failed to meet attendance requirements despite interventions implemented, Victorian Institute of Education will be required to report the student to DoE via PRISMS and the student will receive a written notice informing them of the intention to report for non-satisfactory course progress and/or attendance and the reasons for the intention to report.
- 7.2 Students have the rights to appeal against this decision as per Victorian Institute of Education Complaints and Appeals Policy and Procedures. If the student chooses to access this process, the student will not be reported until this process is complete.
- 7.3 Victorian Institute of Education will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS if:
- a) the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
 - b) the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period; or
 - c) the student has chosen not to access the external complaints and appeals process: or
 - d) the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

All records will be kept on the student's file including warning letters and the notice of intention to report.