

Contents

Contents	1
Purpose.....	1
Definitions	1
Policy	3
1. Completion within expected duration	3
2. Course progress requirements.....	3
3. Intervention Strategy	3
4. Extension to an expected course duration	4
5. Online or distance learning enrolment	5
6. Reporting students	5
Procedure	7
1. Monitor course progress.....	7
2. Monitor attendance.....	10
Document Control.....	12

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 or attendance 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, as well as English Language Intensive Course for Overseas Students (ELICOS) Standards 2018 Standard P4.

It is recommended that providers consider monitoring the attendance of VET students as part of course progress although it is not required for all providers under the National Code 2018. This is because if students do not maintain satisfactory attendance, it is unlikely that they will be able to maintain course progress.

However, attendance monitoring policies and procedures should be kept in this policy and procedure where it is condition of a providers registration as imposed by the ESOS agency that they must have and implement a documented policy and process for monitoring the attendance of overseas students in order to to implement and maintain minimum attendance requirements for overseas students.

The attendance of ELICOS students must be monitored as per this policy and procedures.

Definitions

CoE means Confirmation of Enrolment

SC9-IE: Course Progress Policy & Procedure International Students – VET and ELICOS



Compulsory study period is one in which the student must enrol unless granted a deferment or suspension from enrolment or leave of absence under Standard 9 (Deferring, suspending or cancelling the student's enrolment). A compulsory study period does not include periods in which the student can elect to undertake additional studies.

DET means Department of Education and Training

ELICOS Standards means the English Language Intensive Course for Overseas Students (ELICOS) Standards 2018

ESOS Act means the Education Services for Overseas Students Act 2000

National Code means National Code of Practice for Providers of Education and Training to Overseas Students 2018

Study period is defined as a discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the registered provider as long as that period does not exceed six months.

Satisfactory Course Progress is where a student meets course progress requirements for a study period as identified in the Training and Assessment Strategy for each course or as identified in the course curriculum for an ELICOS course.

Unsatisfactory Course Progress is where a student does not meet course progress requirements for a study period as identified in Training and Assessment Strategy for each course or as identified in the course curriculum for an ELICOS course.

PRISMS means Provider Registration and International Student Management System (PRISMS).

Training Product means AQF qualification, skill set, unit of competency, accredited short course or module.

Policy

1. Completion within expected duration

- International students must complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE). The duration of the course as specified on the student's CoE will never exceed that registered on the CRICOS register.
- Victorian Institute of Education monitors student progress to ensure that students to complete their studies within the expected duration specified on their Confirmation of Enrolment.

2. Course progress requirements

- Satisfactory and unsatisfactory course progress including a process for determining the point at which the student has failed to meet course progress requirements is clearly defined in each course's Training and Assessment Strategy and in the ELICOS course curriculum.
- Course progress requirements are defined in relation to study periods and may include (but is not limited to), any combination of the following.
 - Satisfactory completion of certain assessment tasks or a certain number of assessment tasks
 - Achieving competency for certain units of competency or a certain number of units of competency – VET students only.
 - Requirements to attend a certain number and/or percentage of classes or other training activities such as work-based training shifts as relevant.
 - Attendance requirements of at least 80% for ELICOS students.
- Requirements are designed to uphold the academic integrity of the registered course and meet requirements of the Training Products as relevant, with consideration to the length of the study period and number of units/subjects and assessment requirements of the course.
- Students are advised of course progress requirements in each Course Outline and in their course orientation.
- Students who do not meet course progress and/or attendance requirements are at risk of having their visas cancelled.
- Where requirements are not met, Victorian Institute of Education course progress and attendance monitoring procedures will be followed.
- Victorian Institute of Education uses a range of methods to monitor course progress including review of assessment tasks, participation in tuition activities, attendance and other measures of academic progress as defined in the procedures. For courses with a work based component, this may involve monitoring student participation with a workplace supervisor, in accordance with the Training 7 Ass
- All records of course progress are kept on file.
- Students must also ensure that they abide by academic conduct requirements in order to ensure that they can complete their course in the expected duration.

3. Intervention Strategy

SC9-IE: Course Progress Policy & Procedure International Students – VET and ELICOS



- Victorian Institute of Education ensures that it identifies, notifies and assist students where there is evidence that the student is at risk of not meeting course progress requirements.
- For students at risk of not meeting course progress requirements, or Individual intervention plan will be developed based on the appropriate intervention strategy identified.
- An intervention plan will include an interview with the Director of Studies may include one or more of the following strategies:
 - Advising students on the suitability of the course in which they are enrolled and possible alternatives;
 - Advising students of opportunities for reassessment; and
 - Advising students of assistance that Victorian Institute of Education can provide such as:
 - receiving English language support;
 - reviewing learning materials with the student and providing information to students and in a context that they can understand;
 - providing extra time to complete tasks;
 - providing access to supplementary or modified materials
 - providing supplementary exercises to assist understanding
 - attending academic skills programs;
 - attending tutorial or study groups;
 - receiving individual case management;
 - attending study clubs;
 - attending counselling;
 - receiving assistance with personal issues which are influencing progress;
 - receiving mentoring;
 - referral to external organizations where Victorian Institute of Education is unable to address the identified learning or academic issues:
 - being placed in a suitable alternative subject within a course or a suitable alternative course;
or
 - a combination of the above and a reduction in course load.

4. Extension to an expected course duration

- Extensions to the course duration specified on the CoE are only allowed where:
 - Compassionate or compelling circumstances apply, and demonstrable evidence is provided, which may include but is not limited to:
 - 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 has impacted on the student and which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
- where Victorian Institute of Education is unable to offer a pre-requisite unit.
- where the student is unable to begin studying on the course commencement date due to delay in receiving a student visa.
- Where a student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory course progress or meeting attendance requirements, or
- An approved deferral or suspension of studies has been granted in accordance with Victorian Institute of Education's *Deferral, Suspension and Cancellation Policy and Procedure*.
- When the student can only account for the variation/s by extending his or her expected duration of study, this will be reported to the Department of Education and Training (DET) via PRISMS.
- All variations in the student's study load, including the reasons for the variation will be recorded on the student's file.
- Where the duration of the student's enrolment is extended, Victorian Institute of Education will advise the student to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

5. Online or distance learning enrolment

VET Students

- Victorian Institute of Education will not deliver a course exclusively by online or distance to an international student.
- At no time during a compulsory study period will a student study more than one-third of the units (or equivalent) by online or by distance learning.
- Victorian Institute of Education will ensure that in each compulsory study period for a course, the overseas student is studying at least one unit that is not by distance or online learning, unless the student is completing the last unit of their course.
- A student's participation in on-line study will be monitored.
- Victorian Institute of Education will ensure it takes all reasonable steps to support students who may be disadvantaged by:
 - Additional costs or other requirements, including students with special needs, from undertaking online or distance learning.
 - Inability to access the resources and community offered by the education institution, or opportunities for engaging with other students while undertaking online or distance learning.

ELICOS Students

- Victorian Institute of Education will only offer online or distance learning in addition to the required 20 hours contact time per week and as approved by ASQA.

6. Reporting students

SC9-IE: Course Progress Policy & Procedure International Students – VET and ELICOS



- 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 DET 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.
- Students have the rights to appeal against this decision as per Victorian Institute of Education *Complaints and Appeals Policy and Procedure*s. If the student chooses to access this process, the student will not be reported until this process is complete.
- Victorian Institute of Education will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS if:
 - the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
 - the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period; or
 - the student has chosen not to access the external complaints and appeals process: or
 - 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.

7. Publication

- This policy and procedure will be published in the Student Handbook and on Victorian Institute of Education's website to ensure that course progress requirements are clearly communicated to students before they commence their course. Course progress requirements will also be communicated to students in the Course Outline and at their orientation.

Procedure

1. Monitor course progress

National Code: Standard 8

Procedure	Responsibility
<p>A. Monitor course progress</p> <ul style="list-style-type: none"> Assess and monitor students course progress, in relation to the course progress requirements set out in the Training & Assessment Strategy or course curriculum through: <p>You may add additional methods of monitoring course progress to suit your needs.</p> <ul style="list-style-type: none"> Reviewing attendance records Reviewing class participation Evaluating formative assessment Evaluating summative assessment <ul style="list-style-type: none"> Keep records of progress on each student's file or in general document such as attendance rolls. 	<p>Director of Studies Trainer/Assessor ELICOS Teacher</p>
<p>B. Unsatisfactory course progress – Stage 1</p> <ul style="list-style-type: none"> Where a student's course progress is unsatisfactory, send a <i>First Warning Letter of Unsatisfactory Course Progress</i> and inviting the student to attend a meeting to develop an intervention strategy. Discuss the reasons for the unsatisfactory course progress with the student and agree on appropriate intervention with the student. Inform students of the implications of amending their CoE, if applicable. Record outcomes of the meeting in the <i>Intervention Plan</i>. Ensure <i>Intervention Plan</i> is signed by the student to state that they agree to the intervention strategy. Implement intervention strategy as documented in the <i>Intervention Plan</i> as soon as possible and within 5 working days of the meeting. The student will be reminded that if they continue not to meet course progress requirements, they will be reported to DET via PRISMS and that this will affect their visa. To issue a new CoE to extend the duration of the student's study, the administrator finds the CoE concerned and selects the SCV report option, including reasons for granting the extension. Place all documentation on the student's file. 	<p>Director of Studies Administrator</p>

**SC9-IE: Course Progress Policy & Procedure
International Students – VET and ELICOS**



Procedure	Responsibility
<p>C. Monitor student's progress following first warning</p> <ul style="list-style-type: none"> • Monitor student's progress through a weekly meeting with relevant trainers/assessors or ELICOS teachers to discuss the intervention approach to adjust as required. • Review and update the <i>Intervention Plan</i> as required. • Discuss revisions with the student. • Implement any revised interventional strategy immediately. • Record outcomes of each meeting in the <i>Intervention Plan</i>. • Include the form in the student's file. 	<p>Director of Studies Administrator</p>
<p>C. Unsatisfactory course progress – Stage 2</p> <ul style="list-style-type: none"> • Where the student continues to fail to demonstrate satisfactory course progress as evidence through course progress monitoring, send <i>Second Warning Letter of Unsatisfactory Course Progress</i> to the student inviting them to a meeting. • At the meeting, discuss the reasons for continuing unsatisfactory course progress and discuss further intervention required. Amend the Intervention Plan as required. • Advise the student that if they continue to demonstrate unsatisfactory course progress, they will receive a <i>Final Warning Letter/Notice of Intention to Report for Unsatisfactory Course Progress</i>. 	<p>Director of Studies</p>
<p>D. Inform student of intention to report following continuing unsatisfactory course progress</p> <ul style="list-style-type: none"> • Continue to monitor course progress. Where the student is still not meeting course progress requirements despite interventions implemented, send the student a notice of intention to report them via PRISMS. • This notice must be sent by post to the student's registered address, as well as by email. • Inform student in the same letter of their right to access Victorian Institute of Education's Complaints and Appeals process and that they have 20 working days in which to do this from the date specified on the letter. • Students who choose to access this process will not be reported if they appeal within 20 working days indicating Victorian Institute of Education's intention to notify. Students must continue to attend classes during the appeals process as specified in Victorian Institute of Education's <i>Complaints and Appeals Policy and Procedure</i>. • Place a copy of the Letter and any other relevant documentation will be placed on the student file. 	<p>Director of Studies Administrator</p>
<p>E. Following the Notification of Intention to Report</p>	<p>Director of Studies Administrator</p>

SC9-IE: Course Progress Policy & Procedure International Students – VET and ELICOS



Procedure	Responsibility
<ul style="list-style-type: none">If the student does not appeal against the decision to report them or if their appeal is unsuccessful, or if they withdraw from the process, report the student via PRISMS for breach of course progress and/or attendance requirements with 7 working days.	

SC9-IE: Course Progress Policy & Procedure International Students – VET and ELICOS



2. Monitor attendance

Delete this section 2 if you do not intend to monitor attendance. If ASQA requires that you must monitor attendance you should also include this section in the policy and procedure.

National Code: Standard 8

Procedure	Responsibility
<p>A. Monitor and record attendance</p> <ul style="list-style-type: none"> Record students' attendance in Attendance Sheet and submit the Attendance Sheet at the end of each week to Administrator Record attendance results in the student management system. Generate and analyse weekly attendance reports. 	<p>Trainer/Assessor ELICOS Teacher Administrator</p>
<p>B. Unsatisfactory attendance – Stage 1</p> <ul style="list-style-type: none"> Where a student's attendance is drops below 90% but is above 80% or has been absent for more than 5 days without approval, send a <i>First Warning Letter of Unsatisfactory Attendance</i> inviting the student to attend a meeting to develop an intervention strategy. Discuss the reasons for the unsatisfactory attendance with the student and agree on appropriate intervention with the student. Inform students of the implications of amending their CoE, if applicable. Record outcomes of the meeting in the <i>Intervention Plan</i>. Ensure <i>Intervention Plan</i> is signed by the student to state that they agree to the intervention strategy. Implement intervention strategy as documented in the <i>Intervention Plan</i> as soon as possible and within 5 working days of the meeting. The student will be reminded that if they continue not to meet course progress requirements, they will be reported to DET via PRISMS and that this will affect their visa. Place a brief summary of this discussion, as well as a copy of this letter on the student's file. Continue to monitor the student's attendance. 	<p>Director of Studies Administrator</p>
<p>C. Unsatisfactory attendance – Stage 2</p> <ul style="list-style-type: none"> Where a student's attendance drops below 85% but is above 80% or has been absent for more than 5 days without approval, send a <i>Second Warning Letter of Unsatisfactory Attendance</i> inviting the student to attend a meeting to develop an intervention strategy. At the meeting, discuss the reasons for continuing unsatisfactory attendance and discuss further intervention required. Amend the Intervention Plan as required. 	<p>Director of Studies</p>

**SC9-IE: Course Progress Policy & Procedure
International Students – VET and ELICOS**



Procedure	Responsibility
<ul style="list-style-type: none"> Advise the student that if their attendance drops below 80% , they will receive a <i>Final Warning Letter/Notice of Intention to Report for Unsatisfactory Course Progress</i>. 	
<p>D. Send a Final Warning including intention to notify DET via PRISMS</p> <ul style="list-style-type: none"> If a review of a student’s attendance record show that even if the student attends classes every day for the rest of the terms, their attendance will not meet the 80% requirement. Inform student in a <i>Final Warning Letter for Unsatisfactory Attendance</i> of Victorian Institute of Education’s intention to notify DET via PRISMS. Notify student that they must continue to meet attendance requirements despite issuance of the <i>Notice of Intention to Report for Unsatisfactory Attendance</i>. Do not report students where the student’s attendance is above 70% and the student has satisfactory course progress as defined in the Course Progress & Attendance Monitoring Policy or if the student provides the necessary documentation to show that their attendance was affected by compassionate or compelling circumstances. In some instances the student’s studies may be temporarily suspended as per Victorian Institute of Education’s <i>Deferral, Suspension and Cancellation Policy and Procedure</i>. Advise the student of the process for appealing against this decision via Victorian Institute of Education’s Complaints and Appeals process and that they have 20 working days to decide if they wish to appeal the decisions. Students who choose to access this process will not be reported if they appeal within 20 days of the Final Warning Letter indicating Victorian Institute of Education’s intention to notify. Students may continue to attend classes during the appeals process as specified in Victorian Institute of Education’s <i>Complaints and Appeals Policy and Procedure</i>. Place a copy of the Final Warning Letter and any other relevant documentation on the student’s file. 	<p>Director of Studies Administrator</p>
<p>E. Following the Final Warning Letter</p> <ul style="list-style-type: none"> If the student does not appeal against the decision to report them or if their appeal is unsuccessful, report the student via PRISMS by the Administrator for breach of attendance requirements. 	<p>Administrator</p>

SC9-IE: Course Progress Policy & Procedure International Students – VET and ELICOS



Document Control

Document No. & Name:	SC9-IE - Course Progress P&P V1.2
Quality Area:	SC Students & Clients
Author:	RTO Advice Group Pty Ltd
Status:	Approved
Approved By:	Mana Khatri
Approval Date:	15 January 2018
Review Date:	15 January 2019
Standards (National Code):	Standard 8
Standards (ELICOS):	Standard P4