

Monitoring International Student Academic Progress Policy & Procedure

1. Policy

This policy/procedure supports 'Standard 8 – Overseas Student Visa Requirements' of the 'National Code of Practice for Providers of Education & Training to Overseas Students 2018'.

The following Policy & procedures will ensure that all students' academic performance is monitored, and students are given every opportunity to achieve the required academic progress for each course they are enrolled in. This required academic progress is identified by the number of units assessed as 'Competent' within one term – that is, a student must be deemed 'Competent' in at least 50% of the total number of units assessed throughout a term.

A student who does not achieve this 50% competency rate for two consecutive terms shall be considered in breach of this academic progress requirement. The following procedures outline a process to ensure that students are made aware and given opportunities to rectify the situation at the following stages of academic non-progression:

- Notified when close to falling below the required academic performance for a single term
- 1st Warning when falling below the required academic performance for single term
- 2nd Warning when the student does not meet the academic support officer within 5 working days from the first warning letter of unsatisfactory course progress.
- Intention to report for unsatisfactory course progress when the student does not meet the academic support officer within 10 working days from the second warning letter of unsatisfactory course progress.

Where students have been identified as at risk of non-compliance of this requirement, all possible efforts shall be made to ensure that the student is given the opportunity to rectify their position, but where this is not possible their non-compliance of this requirement must be reported to the appropriate government agencies.

The following procedures ensure academic progress records are accurately kept and monitored for all students enrolled within each course. It allows for early detection of poor academic results and enables VIE and the students an opportunity to rectify the situation before reporting the breach of the academic performance requirement to the appropriate government agencies.

All staff are to be made aware of the requirements of this policy through induction, regular meetings and updates and continuous improvement practices. Students are made aware of the academic progress requirements through enrolment processes and throughout the program.

2. Procedure

2.1 Recording Student Academic performance

The student's academic results shall be recorded using the Student Records Management System (aXcelerate). All students shall be deemed 'Competent (C)' or 'Not Yet Competent (NYC)' after completion of all assessment activities relating to each unit within the qualification they are enrolled. All assessment activities shall be conducted by a qualified trainer using VIE's assessment tools/methods and recording processes as required.

Each individual trainer is responsible for marking assessments by the due date. The assessment decisions for each assessment are automatically updated in aXcelerate.

It is Student Administration's responsibility to ensure the Students Records Management System remains up to date and is monitored as described below.

These records are checked regularly by Student Administration for accuracy.

2.2 Monitoring Student Academic Performance

Student Administration will monitor student academic performance via the student management system and report any student whose academic progress is at risk of falling below the required level, as outlined below, to the Academic Manager.

In addition, every five (5) weeks the Academic Manager will review the academic progress of all students and monitor the following points:

A. Monitor course progress

- I. Students' progress will be monitored by trainers/assessors through:
 - assessing their ability to complete tasks to the required standard and within the required timeframe
 - engaging students in discussions
 - asking students if they require support with any aspect of their training and assessment
 - attendance monitoring. Has been absent for 5 consecutive days or more
 - Has an attendance pattern that is considered to be placing the student at risk of not achieving satisfactory course progress
 - monitoring student's participation in classes
 - Course progress for each study period (one term) will be determined based on the number of assessment tasks that are required to be completed prior to commencing work placement for courses that have mandatory placement hours.

- II. If a student is showing early signs of not meeting course progress requirements as per the criteria above, formal action will be required. Course progress is deemed unsatisfactory both during and at the end of a study period if the student falls into one or more of the following categories:
 - Is judged as NYC in 50% of units included in the course load during a study period (1 term)

- Is judged as NYC in 50% of units included in the course load at the end of a study period (1 term)
- Is identified by a trainer/assessor as requiring intervention
- Does not participate as per the course schedule

III. Satisfactory course progress is defined as where students do not fall into the categories identified above.

IV. If a trainer/assessor identifies that a student meets one or more of the criteria for not achieving course progress, they will notify the Academic Manager and action will commence.

B. Reviewing the progress of each student against the Victorian Institute of Education criteria for satisfactory course progress.

- All letters, records, and notes on any communications surrounding the student's academic performance shall be maintained on the student file.

C. Unsatisfactory course progress

- Where a student's course progress is unsatisfactory, send a First Warning Letter of Unsatisfactory Course Progress 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 Intervention Plan.
- Ensure Intervention Plan is signed by the student to state that they agree to the intervention strategy.
- Implement intervention strategy as documented in the Intervention Plan 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 all documentation on the student's file.

D. Monitor student's progress following first warning

- Monitor student's progress through a weekly meeting with relevant trainers/assessors to discuss the intervention approach to adjust as required.
- Review and update the Intervention Plan as required.
- Discuss revisions with the student.
- Implement any revised interventional strategy immediately.
- Record outcomes of each meeting in the Intervention Plan.
- Include the form in the student's file.
- If the student does not meet the academic support officer within 5 working days from the First Warning Letter of Unsatisfactory Course Progress send Second Warning Letter of Unsatisfactory Course Progress to the student inviting them to a meeting.
- Continue to monitor course progress. Where the student is still not meeting course progress requirements despite interventions implemented, send Second Warning Letter of Unsatisfactory Course Progress to the student inviting them to a meeting.

E. Unsatisfactory course progress

- Where the student continues to fail to demonstrate satisfactory course progress as evidence through course progress monitoring, send Second Warning Letter of Unsatisfactory Course Progress 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 Final Warning Letter/Notice of Intention to Report for Unsatisfactory Course Progress.

F. Inform student of intention to report following continuing unsatisfactory course progress

- 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.
- If the student does not meet the academic support officer within 10 working days from the Second Warning Letter of Unsatisfactory Course Progress sent date, send the student a notice of intention to report them via PRISMS.
- This notice must be sent 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 Complaints and Appeals Policy and Procedure.
- Place a copy of the Letter and any other relevant documentation will be placed on the student file.

G. Following the Notification of Intention to Report

- If the student does not appeal against the intention to report them within 20 working days report the student via PRISMS for breach of course progress.
- If the student appeals against the intention to report within 20 working days and their appeal is unsuccessful and the student has chosen not to access the external complaints and appeals process, or if they withdraw from the process, report the student via PRISMS for breach of course progress.

2.4 Ensuring Integrity of the Data

To ensure the integrity of the academic progress data and records the PEO shall regularly review a sample of the academic progress records to verify the data included in the 'Projected Course Progress Spreadsheet' is accurate.

The PEO shall use the 'Student Data (Academic Progress) Integrity Checklist' (Appendix E) and review the following documents to ensure the data is consistent and accurately recorded between each document:

- The student file and assessment records from the Student Records Management System
- Student Academic Performance Reports
- List of reported students

The review of this data shall occur for a sample of 10% of currently enrolled students and will occur at the end of each academic term.

All records of student progress will be maintained within the student database.