1.0 PURPOSE

The purpose of this policy is to ensure that students studying at the Menzies Institute of Technology maintain satisfactory course progress throughout the duration of their studies at the Institute.

The Institute will adopt a proactive approach in monitoring students’ course progress and notifying and counseling students who are at risk of failing to meet the accepted course progress requirements. Students who persist in failing to meet course progress requirements, even after attempts by the Institute to notify and counsel them, shall be reported to DEEWR and DIAC in accordance with the ESOS Act 2000.

2.0 DEFINITIONS & KEY WORDS

3.1 “The Institute” refers to Menzies Institute of Technology.


3.3 “DEEWR” refers to the Department of Education, Employment and Workplace Relations.

3.4 “DIAC” refers to the Department of Immigration and Multicultural Affairs.

3.5 “ESOS” refers to the Education Services for Overseas Students Act 2000.
3.0 PROCEDURES

3.1 Acceptable Course Progress

The minimum acceptable course progress is deemed to be 50% (or more) competence in the number of units of study attempted within any study period.

3.2 Monitoring Course Progress

- Trainers will follow the training plans for each unit to determine the assessment criteria for each unit.
- Generally, students are assessed on Theoretical and Practical criteria to determine whether they are Competent (denoted C or COM) or Not Yet Competent (denoted NYC).

3.3 Recording Course Progress

- At the end of each unit, trainers submit the Unit Competency file which details the results of each student and the Administration Officer inputs the data to the student database.

3.4 Intervention Strategy

Towards the end of each semester the Student Services Coordinator will run a report to determine which students are maintaining satisfactory course progress and which students are failing to maintain or at risk of failing to maintain satisfactory course progress (as per criteria set out in 3.1).

Students who are then identified as failing to maintain or at risk of failing to maintain satisfactory course progress will be contacted and asked to attend a counseling session. Notes on the counseling session must be recorded and kept in the students file. The counseling session may include discussion on the following issues:

- Reasons for poor performance
- Opportunities for reassessment where applicable (Ref MITP13 – Assessment and Reassessment Policy)
- Where appropriate, advising students on the suitability or the course in which they are enrolled
- Advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DIAC and cancellation of his or her visa, depending on the outcome of any appeals process
• The intervention strategy is activated by the Student Services Coordinator after the counselling session with the student. The activation is done by the Student Services Coordinator issuing official notice in writing to the student detailing the steps to be taken (such as reassessment, redoing units and study support) so as to assist the student improve in his/her course progress to an acceptable level as detailed in criteria 3.1)

3.5 Final Warning

Once a student fails to meet satisfactory course progress for two consecutive study periods even after the implementation of the intervention strategy, he or she will be issued with a final warning letter, notifying him/her of the Institute’s intention to report the student to DIAC. The final warning letter will advise the student that he/she has 20 working days to appeal the decision to report him/her to DIAC through the Institute’s Complaints and Appeals Procedure (Ref MITP07 – Complaints & Appeals Policy & Procedure)

3.6 Reporting Poor Course Progress

Where a student having received a final warning letter from the Institute, has chosen not to access the complaints and appeals process within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider, the registered provider must notify the Secretary of DEEWR through PRISMS of the student not achieving satisfactory course progress.

4.0 RESPONSIBILITIES

Assessment and Recording of Course Progress is the responsibility of each trainer for the units they are delivering and assessing.

• Maintaining records on Course Progress in the student database is the responsibility of the Administration Officer.
• Notifying students of their failure or risk of failure to meet satisfactory course progress is the responsibility of the Student Services Coordinator.
• Counseling students on poor performance is conducted by the Student Services Coordinator and/or the relevant Course Coordinator.
• Issuing Final Warning letters is the responsibility of the Student Services Coordinator with prior approval from the PEO.
• Reporting students to the Secretary of DEEWR through PRISMS is the responsibility of the Administration Officer.