



Vocational Course Progress Recording, Monitoring and Reporting Policy and Procedure

1 Background

Menzies Institute of Technology (hereinafter known as the 'Institute') acknowledge the need to ensure that domestic and international students studying at the Institute progress and successfully complete vocational courses and maintain satisfactory course progress throughout the duration of their studies at the Institute.

2 Purpose

The purpose of this policy is to ensure that the Institute adopts a proactive approach in monitoring students' course progress and notifying and counselling students who are at risk of failing to meet the accepted course progress requirements. International 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 Department of Education and Department of Home Affairs in accordance with the ESOS Act 2000.

3 Audience

This policy applies to all students, Institute staff members and third parties, providing a service on behalf of the Institute.

4 Definitions

For the purposes of this policy, the following terms are defined:

Domestic Student: refers to a student who is an Australian citizen (including Australian citizens with dual citizenship), or a student who is a New Zealand citizen or a student who has

Permanent Resident Status (holders of all categories of permanent resident visas, including Humanitarian Visas).

International Student: refers to a student, required to hold a student visa for study in Australia.

Unsatisfactory course progress: refers to a student who has failed or is not yet competent in 50% or more of the units delivered in two consecutive study periods as per the student's enrolled course.

Satisfactory course progress: refers to a student who is competent in more than 50% (>50%) of the units delivered in the study period as per the student's enrolled course.

Study period: refers to one semester (six months).

CRICOS: refers to the Commonwealth Register of Institutions and Courses for Overseas Students

PRISMS: refers to the Provider Registration and International Students Management System

DET: refers to the Commonwealth's Department of Education and Training

DHA: Refers to the Department of Home Affairs.

5 Policy

5.1 Satisfactory Course Progress

Every effort will be made to proactively assist students to achieve satisfactory course progress and complete the course within expected duration. All students are expected to adhere to the requirements of course progress. The satisfactory course progress is deemed to be 50% or more competence in the number of units of study attempted within a study period of 6 months.

5.2 Monitoring Course Progress

Requirements for monitoring and progress

- Formal monitoring, recording and assessment of student performance
- Develop an intervention strategy

- Determining the points at which the student has failed to meet satisfactory course progress

5.3 The Institute must monitor the progress of each international student to ensure the international student is in a position to complete the course within the expected duration specified on the overseas student's CoE.

5.4 Student performance and course progress will be monitored by trainers, assessors and Course Coordinators. Trainers are required to keep appropriate records and to undertake assessments in a timely fashion to enable effective monitoring of student academic performance and the implementation of all procedures.

5.5 The Institute must identify, notify and assist an international student at risk of not meeting course progress or attendance requirements where there is evidence from the international student's assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements.

5.6 All students are expected to study at least one unit (not by distance or online learning) during each study period. Students may not study more than one third of their course online or by distance learning.

5.7 The Institute may only extend the duration of the student's study as a result of compassionate and compelling circumstances, where an intervention strategy is being implemented or where an approved deferment has been granted. Except in these circumstances, the student's course duration will not exceed the CRICOS registered duration. Any variations are recorded on the student file and reported correctly in PRISMS.

5.8 The Institute must ensure that in each compulsory study period for a course, the international 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.

6 Procedures

Procedure	Responsibility
At the end of each unit, trainers and assessors must submit the Unit Competency file which details the results of each student	Assessor
Record Unit Competency results on WiseNet	Student Data Administration Officer
Mid-semester - Course Coordinators are provided a list of all students and their grading summary.	Student Data Administration Officer
Mid-semester - Review grading summary record and identify students 'at risk'.	Course Coordinator
Mid-semester - Provide the Student Services Officer with 'at risk' student list for arranging meetings.	Course Coordinator
Mid-semester – Issue <i>First Warning Letter for Unsatisfactory Course Progress</i> for each student deemed to be at risk and ask them to attend a meeting for the purposes of identifying an appropriate intervention strategy	Student Services Coordinator
Mid-semester –intervention meeting is convened with the student at risk of not achieving satisfactory course progress and Student Services Officer and Course Coordinator.	Student Services Coordinator/ Course Coordinator/ Student
Mid-semester - Conduct the meeting to: <ul style="list-style-type: none"> ▪ identify any reasons for the unsatisfactory course progress ▪ discuss possible solutions to assist in rectifying the problem (i.e. possible referral to external counselling services, improve time management strategies, arrange for additional training or English language tuition, temporarily reduce study load, etc.) ▪ develop and document a plan in consultation with the student to assist them to improve their performance 	Course Coordinator
Mid-semester - Complete an intervention strategy using <i>Intervention Strategy Form</i> .	Course Coordinator
Mid-semester - Student agrees to the intervention strategies and is provided with a signed copy of the strategy.	Course Coordinator/ Student
Mid-semester - Implement the intervention strategy on the agreed start date and closely monitor students on an intervention strategy on a regular basis.	Course Coordinator/ Trainers and Assessors
End-semester - Assess the course progress of students on the student list, identify students who have failed to make satisfactory course progress requirements, and inform the Student Services Officer to issue second warning letters.	Course Coordinator
Issue <i>Second Warning Letter for Unsatisfactory Course Progress</i> and inform	Student Services

students the consequences of not making satisfactory course progress in the next study period. Students will be required to make an appointment to see the Course Coordinator for a further intervention meeting. Evidence of this letter and other communications will be held on the students file.	Coordinator
End-semester – an intervention meeting is convened with the student at risk of not achieving satisfactory course progress and Student Services Officer and Course Coordinator.	Student Services Coordinator/ Course Coordinator/ Student
End-semester - Conduct the meeting to: <ul style="list-style-type: none"> ▪ identify any reasons for the unsatisfactory course progress ▪ discuss possible solutions to assist in rectifying the problem (i.e. possible referral to external counselling services, improve time management strategies, arrange for additional training or English language tuition, temporarily reduce study load, etc.) ▪ develop and document a plan in consultation with the student to assist them to improve their performance 	Course Coordinator
End-semester - Complete an intervention strategy using <i>Intervention Strategy Form</i> .	Course Coordinator
End-semester - Student agrees to the intervention strategies and is provided with a signed copy of the strategy.	Course Coordinator/ Student
End-semester – Implement the intervention strategy on the agreed start date and closely monitor students on an intervention strategy on a regular basis.	Course Coordinator/ Trainers and Assessors
Review student progress in the next semester and follow the end semester intervention strategy and record progress.	Course Coordinator
Where the student has been identified as not making satisfactory course progress for the second consecutive compulsory study period, notify the student in writing using <i>Notice of Intention to Report for Unsatisfactory Course Progress</i> (final warning). Refer to <i>MITP08 Deferral, Suspension and Cancellation Policy and Procedure</i> for further information.	Student Services Coordinator

7 Review

This policy will be subjected to a review and update at intervals of three years from the approval date. Exceptions to frequency of review can be made if necessary. Any person who wishes to enter a complaint concerning this policy may do so in accordance with the appropriate policies.

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Document Title:	Vocational Course Progress Recording, Monitoring and Reporting Policy & Procedure	
Document Number:	MITP02	
Version:	Version 12	
Relevant Standards:		
Related Policies/Documents:	MITP08 Deferral, Suspension and Cancellation Policy and Procedure <i>Intervention Strategy Form</i> <i>First Warning Letter for Unsatisfactory Course Progress</i> <i>Second Warning Letter for Unsatisfactory Course Progress</i> <i>Notice of Intention to Report for Unsatisfactory Course Progress</i>	
Responsibility:	Course Coordinator, Trainers and Assessors and Student Services Coordinator	
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Version Control and Change History:		
Version Number	Approval Date	Amendment
1	06/06/2007	Creation of policy
2	17/12/2007	Amended responsibilities
3	14/01/2008	Reviewed and updated next review date
4	22/04/2010	Amended definitions
5	28/06/2010	Reviewed and updated next review date
6	29/07/2011	Amended naming of policy from Course Progress Monitoring and Reporting to Vocational Course Progress Recording, Monitoring and Reporting Policy and Procedure
7	01/06/2012	Review and update to clauses 3.1, 3.2, 3.5
8	01/06/2014	Reviewed and updated to clauses 3.6
9	01/09/2016	Reviewed and updated next review date
10	01/09/2017	Reviewed and update to clauses 3.6 and updated next review date
11	01/02/2018	Reviewed, updated Clause 1.0, Clause 2.0, Clause 3.5 and updated the next review date
12	18/04/2018	Update the policy and procedure section