

MITP02 Course Progress Recording, Monitoring and Reporting Policy

Quick Reference Guide

Purpose

This policy ensures you make satisfactory progress toward completing your course within the expected timeframe. We use a proactive, risk-based approach to identify students who may need support and provide individualized intervention strategies to help you succeed.

Satisfactory Course Progress Requirement

You must successfully complete more than 50% of units attempted in each study period (typically 10-12 weeks per term). This means if you attempt 4 units, you must pass at least 3 units. Course progress is assessed at the end of each study period and cumulatively throughout your enrollment.

Risk-Based Monitoring Categories

- **Satisfactory (90%+ completion):** Consistent satisfactory performance, regular engagement, standard support available.
- **Low Risk (80-89% completion):** Occasional assessment failures, generally good engagement, monitoring and support provided.
- **Medium Risk (70-79% completion):** Failed 2 consecutive assessments, irregular engagement, enhanced support and intervention strategy developed.
- **High Risk (below 70% completion):** Below 50% pass rate, repeated failures, minimal engagement, immediate comprehensive intervention required.

Intervention Process

- **Step 1 - Identification and Contact:** Student Services identifies at-risk students through weekly monitoring. You receive an email outlining concerns within 5 working days of identification.
- **Step 2 - Intervention Meeting:** You must meet with Head of Course and Student Administration Manager within 5 working days. This structured interview assesses root causes

including academic preparedness, wellbeing needs, personal circumstances, engagement patterns, and learning barriers.

- **Step 3 - Strategy Development:** An individualized Intervention Strategy is developed with clear measurable goals, specific support services, timeframes for improvement, and regular review schedule. You sign the strategy agreement.
- **Step 4 - Implementation and Monitoring:** Support services are activated (tutorials, counseling, academic mentoring, etc.). Regular progress reviews occur, and adjustments are made as needed.
- **Step 5 - Outcome Assessment:** Progress is assessed at next monitoring point. If improved, continue monitoring. If unsatisfactory, formal warning process begins.

Support Services Available

Academic Support: Additional tutorials, one-on-one mentoring, study skills workshops, assessment extensions with structured plan, peer tutoring, learning resources. Wellbeing Support: Professional counseling referrals, mental health services, financial assistance information, healthcare referrals, family support. Cultural Support: First Nations student support, multicultural programs, language support, cultural mentoring. Practical Support: Schedule adjustments, delivery mode modifications, technology assistance, transportation support.

Warning and Reporting Process

- **First Warning:** If intervention strategy does not result in improvement, you receive written warning outlining unsatisfactory progress, intervention efforts, consequences of continued poor progress, and your right to appeal.
- **Second Warning (International Students):** After second consecutive period of unsatisfactory progress, you receive Notice of Intention to Report to Department of Home Affairs. You have 20 working days to appeal through MITP07.
- **Reporting to PRISMS:** If appeals unsuccessful, Institute reports breach to Department of Home Affairs, potentially affecting your visa status.

Special Circumstances

Compassionate or compelling circumstances beyond your control may be considered including serious illness or injury (medical evidence required), bereavement of close family, major political

upheaval or natural disaster in home country, traumatic experiences (professional reports), or significant personal crises. These circumstances may affect progress assessment and reporting decisions.

Your Rights

You have the right to reasonable opportunities to improve before formal action, access to support services and intervention strategies, wellbeing assessment and culturally appropriate support, 20 working days to respond to warnings, access to complaints and appeals processes under MITP07, maintained enrollment during internal appeals, and consideration of special circumstances.

Key Points to Remember

- **Pass more than 50% of units:** This is the minimum requirement each study period.
- **Engage early:** Respond immediately to intervention meeting requests.
- **Follow your strategy:** Implement agreed intervention actions and attend support services.
- **Communicate concerns:** Tell us about circumstances affecting your studies.
- **Use your appeal rights:** Access MITP07 if you disagree with decisions.

Contact Information

Student Services Officers: 1300 244 002, academics@menzies.vic.edu.au

Related Policies

MITP01 Attendance Recording, Monitoring and Reporting | MITP07 Complaints and Appeals | MITP08 Deferral, Suspension and Cancellation | MITP13 Assessment, Reassessment and Re-enrolment | MITP28 Student Support Services and Welfare

This is a summary only. The complete policy is available from Student Services or our website. Last Updated: November 2025