

Student Progression Policy – Diploma of Nursing

Purpose of This Policy

This policy establishes how your progress through the Diploma of Nursing is monitored and supported to ensure you achieve competency and succeed in your nursing studies. The policy provides early identification and intervention for students experiencing difficulties, clear progression requirements aligned with nursing professional standards, and comprehensive support services. The framework prioritizes your wellbeing while maintaining the high standards required for safe nursing practice and enrolled nurse registration.

What This Policy Covers

This policy covers requirements for progressing through the Diploma of Nursing block structure including theoretical assessments, simulation laboratory skills, and clinical placements. It explains attendance requirements, fee payment obligations, assessment completion expectations, and Professional Experience Placement (PEP) prerequisites. The policy outlines intervention strategies and support services available when you face challenges, including student progression contracts, reasonable adjustments, and appeals processes. It also addresses safety requirements to protect you, other students, and patients during clinical practice.

How Student Progression Works

1. **Block Structure Progression:** The Diploma of Nursing is delivered in sequential blocks combining theory, simulation, and clinical practice. You must successfully complete all components of each block before progressing to the next block. This ensures you develop competencies progressively and are adequately prepared for advanced learning and clinical responsibilities.
2. **Theoretical Assessment Completion:** You must achieve competency in all theoretical assessments within each block. This includes written assignments, case studies, tests, and other knowledge-based assessments. Multiple attempts are available with support provided between attempts.
3. **Simulation Laboratory Skills:** You must successfully complete all simulation activities and demonstrate competency in the Final Observation Skills Assessment (FOSA) at the end of each block. FOSA assesses your practical nursing skills in simulated scenarios before you attend clinical placements, ensuring you can perform safely in real healthcare settings.
4. **Professional Experience Placement (PEP):** Clinical placements occur after successful completion of theory and simulation components. You must meet all health and immunization requirements, demonstrate professional behaviour, and achieve clinical competency under qualified supervision.

PEP assessments evaluate your ability to apply knowledge and skills in authentic nursing practice environments.

5. **Attendance Requirements:** You must maintain satisfactory attendance in classes, simulation sessions, and clinical placements. Attendance is monitored throughout your program with early intervention if concerns arise. If you cannot attend due to illness or other circumstances, contact your trainer or Student Services promptly.

6. **Fee Payment Management:** Course fees must be paid according to your payment plan. Financial difficulties should be discussed with Student Services early to explore payment arrangements, hardship provisions, or financial assistance options.

7. **Early Intervention and Support:** If you experience difficulties with assessments, attendance, clinical performance, or personal circumstances, early intervention strategies are implemented. This may include additional tutoring, counselling, learning support, reasonable adjustments, or referral to specialist services. The goal is to support your success before formal academic penalties apply.

8. **Student Progression Contracts:** If unsatisfactory progress continues despite initial support, a formal Student Progression Contract may be developed. This documented agreement outlines specific intervention strategies, support services, clear expectations, and timelines for improvement. The contract is developed collaboratively with you to address the specific barriers to your success.

9. **Safety and Professional Conduct:** You must demonstrate safe practices and professional behaviour throughout the program. Unsafe practice, unprofessional conduct, or behaviour that risks patient safety may result in immediate withdrawal from clinical environments and program review. Your fitness for nursing practice is continuously assessed with support provided while ensuring public safety.

10. **Appeals Process:** If you disagree with progression decisions or believe procedures were not followed fairly, you can appeal through the formal complaints and appeals process. Natural justice principles are upheld with opportunities to respond and present your perspective.

Key Points to Remember

You must successfully complete each block before progressing to the next, ensuring safe competency development. Progression monitoring is holistic, considering academic performance, clinical skills, professional behaviour, and overall readiness for nursing practice. Early intervention and comprehensive support services are available to help you succeed. Multiple assessment attempts are provided with support between attempts. You must demonstrate safe practice and professional conduct throughout your studies. Student Support Services, reasonable adjustments, and culturally safe practices support diverse learning needs. Student progression contracts provide structured support

for sustained difficulties. Appeals processes protect your rights and ensure fair treatment. All progression requirements align with NMBA Standards for Practice and ANMAC accreditation standards to prepare you for enrolled nurse registration.

Additional Information

Progression monitoring uses multiple indicators including academic performance, engagement patterns, attendance records, and feedback from trainers and clinical facilitators. Your wellbeing and mental health are prioritized throughout progression monitoring with confidential support services available. The Institute maintains partnerships with healthcare providers to ensure quality clinical placements and appropriate supervision during your Professional Experience Placements.

Need Help?

If you are experiencing difficulties with progression, need support, or have questions about requirements:

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

Head, School of Nursing, 1300 244 002, info@menzies.vic.edu.au

Related Policies

MITP01 – Vocational Attendance Recording, Monitoring and Reporting

MITP02 – Vocational Course Progress Recording, Monitoring and Reporting

MITP03 – Student Fees and Payments

MITP04 – Student Code of Conduct

MITP07 – Complaints and Appeals

MITP13 – Assessment, Reassessment and Re-enrolment

MITP28 – Student Support Services and Welfare

MITP83 – Reasonable Adjustment

MITP91 – Special Consideration

MITP96 – Assessment Policy and Procedure – Diploma of Nursing

MITP97 – Course Governance – Diploma of Nursing

MITP103 – Nursing Simulation Lab Policies and Procedure