



Course Progress and Completion Policy

Purpose

This policy provides a documented process for monitoring students' academic progress and completions, with a view to ensure completion within the expected CoE duration and the consequent procedures for reporting to the relevant Immigration and Education departments of international students' unsatisfactory performance.

This policy has been developed to satisfy the requirements of The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 8 - Overseas student visa requirements.

Scope

This policy applies to all overseas students both current and prospective who are studying or intend to study vocational programs.

Definitions

Academic performance	Assessment of competency as a student progresses through the qualification
CoE	Confirmation of Enrolment
Course	Refers to the specific course a student is enrolled
Compassionate and compelling circumstances	Serious illness or injury, supported by medical certificates Bereavement of close family members such as parents or grandparents Major political upheaval or natural disaster in home country requiring emergency travel A traumatic experience, which could include: <ul style="list-style-type: none">○ Involvement in, or witnessing of a serious accident; or○ Witnessing or being the victim of a serious crime Inability to begin studying on the course commencement date due to delay in receiving a student visa
Intervention Strategy	Systematic plan of action consciously adapted in an attempt to address and reduce the causes of academic failure to complete studies within the course duration
Learning Contract	Intervention strategy
Satisfactory course progress	Attending scheduled classes and successfully completing all assessments and obtaining a Competency (C) in all the units in the prescribed study period.
SSO	Student Support Officer(s)
Unit	Unit of Competency
Unsatisfactory course progress	Where the student is deemed Not Competent (NC) in 50% or more of the units attempted in any study period



VET	Vocational Education and Training
SMS	Student Management System
Study Period	A study period is the regular scheduled term of study between study breaks, at QIBA this is of 10 weeks duration.

1. Policy Statement

- 1.1 The monitoring of and awareness of student progress plays an essential role in ensuring that international students experiencing academic difficulties, and who are at risk of failing, can be identified in sufficient time and provided with appropriate academic support and counselling and access to appropriate student services.
- 1.2 All overseas students are clearly informed about the requirements to achieve satisfactory course progress in each study period, prior to their commencement in any course.
- 1.3 The attendance of each student enrolled with QIBA will be monitored closely to ensure there is full-time study activity, as attendance is necessary for satisfactory course progress. As a part of our academic support and monitoring, our internal policy is that students must attend classes and we record attendance at every class.
- 1.4 Attendance will be recorded for every session and then entered into the student management system at the end of each week.

2. Course Completion within the Expected Duration of Study

- 2.1 QIBA is required to manage student's course progress and workload to ensure they complete within the specified timeframe as outlined in the Confirmation of Enrolment (COE) and in accordance with the CRICOS registered course.

3. Monitoring and Tracking Course Progress and Completion

- 3.1 QIBA maintains and tracks academic progress via the Student Management System, called AXcelerate.
- 3.2 Each course is setup within the Student Management System, with the required units, qualification rules, timeframes, delivery methods and sessions for delivery.
- 3.3 Students are then enrolled into the course and a Training Plan is printed and provided to the student this includes all term breaks.
- 3.4 The Training Plan will be provided to the student on their orientation day, and there are college timetables and class schedules available on the student notice boards.
- 3.5 The class schedules for each study period are then monitored to ensure that students are meeting the minimum 50% competency requirement and are achieving satisfactory academic progress.

3.6 Early Intervention



- a) Five (5) weeks prior to end of each term (Week 5) an SSO will run a CRICOS-Student Competency pass rate under 75% report. This report will enable staff to send out letters via the SMS to students at risk and advise them to hand in any outstanding assessments for processing.
- b) This process enables QIBA to identify any students at risk of not completing within the expected duration on their CoE, and promptly reminds them to hand in assessments, helping to minimise any adverse effects to the student.
- c) At the immediate end of each study period, this process is repeated and students who are failing to achieve better than 50% completion rate are sent a warning letter. The warning letter notifies the student about options for connecting with Student Services to plan an effective intervention strategy and enable the student to complete their studies as per the duration stated on their CoE.
- d) Every student that receives a warning letter will be recorded on a register to ensure all students have an effective follow up plan. This register also enables QIBA staff to manage the response from students in an appropriate and unbiased procedure.
- e) Students who fail to achieve satisfactory academic progress in two consecutive study periods and fail to engage in an intervention strategy will be issued with an intention to report letter as soon as practicable, notifying them of:
 - our intention to report the overseas student to the Australian Department of Home Affairs for unsatisfactory course progress
 - their right to access our complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.

4. Reporting for Unsatisfactory Academic Progress

- 4.1 QIBA will only report unsatisfactory course progress in PRISMS and advise the Australian Department of Home Affairs in accordance with section 19(2) of the ESOS Act if:
 - All internal and external complaints and appeals processes have been completed and the decision or recommendation supports QIBA as the registered provider, or
 - the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - the overseas student has chosen not to access the external complaints and appeals process, or
 - the overseas student withdraws from the internal or external appeals process by notifying the registered provider in writing.
- 4.2 If the above criteria is met the student's case may be referred to the Admissions Manager for cancelation of the CoE and the subsequent updating to the Australian Department of Home Affairs as soon as practicable.

5. Extension to Course Duration

- 5.1 QIBA will only extend the duration of the student's study where the student is assessed as not being able to complete the course within the expected duration, as specified on the students COE, as the result of:
 - Compassionate or compelling circumstances as assessed on the basis of demonstrable evidence, or;
 - Implementing or being in the process of implementing, an Intervention Strategy for students who are at risk of not meeting satisfactory course progress, or;



- Approved deferment or suspension of study has been granted (see Deferral, Suspension and Cancellation Policy).

5.2 Except in the circumstances listed above, the expected duration of study specified in the students COE must not exceed the CRICOS registered course duration.

5.3 If an extension to the duration of the student's enrolment is granted, QIBA will advise the student in writing of this decision and of the need for the student to contact Immigration immediately for advice on any potential impacts to their visa, including the need to obtain a new visa.

6. Publishing information on Course Progress Monitoring

6.1 Course Progress Monitoring information will be published in all student information so that students and/or future students will be notified of:

- The requirements for achieving satisfactory course progress
- The process for assessing satisfactory course progress
- The Intervention strategies that will be implemented for students at risk of failing to achieve Satisfactory course progress
- The process for determining the point at which the student has failed to meet Satisfactory Course Progress
- Procedure for notifying students that they have failed to meet satisfactory course progress requirements.

6.2 QIBA will also make this policy and intervention strategy readily available to staff and will instruct trainers and student services staff appropriately.

7. Responsibilities

7.1 Trainers and Student Services Officers will be responsible for:

- Reminding students of their requirement to maintain satisfactory academic progress;
- informing students of the availability of counselling and support services should they be experiencing study and/or personal problems; and
- informing students that further action will be taken should they make unsatisfactory academic progress.

7.2 Student Services Officers are responsible for monitoring the progress of the students. As soon as an SSO becomes aware of any student who fails to meet the intervention strategy the SSO must inform the Academic Manager.

7.3 The Principal is responsible for final decisions about students at risk and those who have been deemed to have made unsatisfactory academic progress.