



Monitoring Course Progress

Purpose	Swann College states that there is a direct relationship between the successful completion of training, assessment tasks, field placement, have not satisfactory completed training or assessments competency achievement with attendance and active class participation. Therefore in order to ensure satisfactory student course progress the Trainer will record and monitor course progress in each Unit of Competency for which the student is enrolled. Course progress will be assessed at the end of term (the study period). A term is 10 weeks. For a student to be making satisfactory course progress, a student will be required to achieve satisfactory unit progress in at least 50% of the units of study attempted in any study period.
Scope	This policy applies to all of Swann's students and staff who deal with all matters concerning VET.
Policy Statement	<p>This Policy establishes principles and processes to ensure compliance for international students studying at Swann College with the requirements of the Education Services for Overseas Students Act 2000 and Standards 9 and 10 of the National Code and the training package guidelines. It seeks to ensure that international students complete their studies within the expected duration specified in their eCoE, and that intervention strategies are implemented for students identified as being at risk of not making satisfactory course progress.</p> <p>The College has attendance and progress rules which are communicated in the Letter of Offer and in the Conditions of Enrolment attached to the Application form and the Letter of Offer. This policy will also be continuously available to the students on the Swann College Website which is updated regularly.</p>
Procedure	<p>The College has procedures in place to help students meet their course progress requirements. These are as follows:</p> <ul style="list-style-type: none">❖ Assessment Tasks:<ul style="list-style-type: none">• Assessment tasks are ongoing throughout the course of study. Students receive on going feedback about their course progress through these assessment tasks.• In the first instance it is the responsibility of individual trainers to monitor the on-going progress of students within their classes and to intervene in a timely and appropriate manner where they feel that the student is at risk of not making satisfactory course progress. These interventions are to be documented.• Trainers may provide opportunities for students to undertake further training and/or assessment tasks, attend nominated workshops and/or to re-submit and re-sit tasks if they have not completed these tasks successfully within the study period.❖ Recording of Results:<ul style="list-style-type: none">• A document to record the results/course progress of students is generated for each unit of competency delivered in each study period. The trainer who is responsible for delivering training in



each unit of competency is provided with a document sheet for recording student progress results at the commencement of each study period by Admin Department.

- At the end of each study period, all results for that period are finalised within the study area. After review by the RTO Manager to ensure that all students do have a result that can be entered, these results are then forwarded to Student Administration and entered onto the student Management System by the Administrator.

❖ **Monitoring of Students who are at risk with regards to course progress**

- The College will monitor student progress and provide training intervention and support to enable the students to complete qualifications within the duration of the CoE. Trainers monitor academic progress on a weekly basis, on a task and unit basis and at the end of each term.
- During the study period, trainers are responsible for giving students feedback about their course progress and for implementing any appropriate intervention strategies. They should also refer any students that they have identified as being at risk not meeting course progress requirements to the RTO Manager as per intervention strategy again.

The intervention strategy or strategies identified could include:

Undertaken by Trainer

- Attendance at nominated classes
- Resubmission of assessment task
- Alternative re-submission dates identified
- Further opportunities for practical demonstration of competency identified
- Review of work groups for students if appropriate
- Referral to RTO Manager

Undertaken by RTO Manager

- the need to repeat a Unit of Competency
- the need to re-sit/re-submit an assessment task
- a review of groups and teams that the student is working with could be undertaken
- agreement of a revised study plan
- access to academic support classes, for example English language support
- attendance at individual case management sessions



❖ **Intention to report a student for not making satisfactory course progress**

A student will be defined as not making satisfactory course progress if:

- they have not responded as require to the intervention strategy identified for them in their counselling for at risk of not maintaining satisfactory course progress and/or
- they are deemed they have not satisfactory completed training or assessments in 50% of course units
In this situation, the student will be informed by the College in writing of their intention to report the student for not achieving satisfactory course progress
- The written notice will inform the student that he/she will have 20 working days to access the College Complaints and Appeals process.
- Where the student does not access the Complaints and Appeals processes within the 20 working day period, or withdraws from the process or the process is completed and results in a decision in favour of the College, the College will notify DIBP through PRISMS of the student not achieving satisfactory course progress as soon practicable.

The following are responsible for recording, monitoring, counselling and reporting on course progress.

1. Trainers
2. Administration Officer
3. RTO Manager


Evidence and documentation to support these procedures--

- Individual student course progress records
- Records email correspondence
- Medical records etc.
- Intention to report letter – course progress
- Breach notice
- Section 20 notice generated by PRISMS

❖ **Procedures - Course completion in expected duration**

- International students must enrol in full time mode of study in each to ensure that the total number of units required to complete the course will be completed within the expected duration.
- International students can only vary their enrolment in a full time load in a study period when they are on an intervention strategy
- The College will monitor students' study load through the student



	<p>management system and in-house recording tools and ensure student have a full time load or have an intervention strategy in place.</p> <p>❖ Extensions of Course Duration</p> <p>Extensions to a student's course duration through the issuing of a new CoE are only permitted in the following limited circumstances:</p> <ul style="list-style-type: none"> ✓ as the result of Compassionate or Compelling circumstances; or ✓ a student complying with Swann's intervention strategy for students identified as at risk of not making satisfactory course progress in accordance with the intervention procedures for unsatisfactory progress, where the student shows genuine progress but where insufficient time occurs to complete the program. <p>❖ Re-assessment</p> <p>According to Training calendar, if the student has not submitted the assessment then students have an opportunity to submit/be re-assessed by the trainer.</p> <p>❖ Appeals Procedure (after Notice of Intention to Report has been issued)</p> <ul style="list-style-type: none"> ✓ If a student has have not satisfactory completed training or assessments more than 50% of units over 2 consecutive study periods, an Intention to Report notice is issued to the student ✓ The student is given 20 working days to appeal the decision ✓ The student may appeal this decision within 5 working days through the Overseas Student Ombudsman, www.oso.gov.au. If you choose to do this you must notify us of this process otherwise we may report you to DIBP before the external appeal process if finalised. ✓ The student must complete an Appeals form along with supporting documents to be assessed by the Director of Academies. ✓ If the student's appeal is successful, they will be permitted to continue study and/or granted a CoE extension ✓ Should the student's appeal be rejected or should the student not apply to appeal, they will be reported in PRISMS at the end of the 20 day period
Policy Delegated Authority	CEO
Approved by and Responsibility	RTO Manager and CEO 



Swann College

Authority	
Approved Date:	14/08/2017
Definitions (if any) - None	