

Course Progress Policy and Procedure	
Relevant Standards SRTO 2015: 1.4, 1.7	Linked Documents Students Complaints and Appeals Policy Course Progress Interview Form Reassessment Policy and Procedure

1. Purpose

The purpose of this policy is to ensure that students studying at the RTO maintain satisfactory course progress throughout the duration of their studies. This policy and associated procedure also provide the framework for dealing with unsatisfactory progress and taking remedial actions.

2. Scope

This policy applies to all the enrolled students of the RTO.

3. Definitions

DE (Formally DEEWR): Department of Education.

Unsatisfactory Course Progress: Where the student is 8 weeks or more behind the class average in the submission of workplace assessments.

Units of Competency: means the specification of industry knowledge and skill and the application of that knowledge and skill to the standard of performance expected in the workplace.

Course: means a course of education or training

Study Period: A discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the RTO.

4. Legislative Context

The RTO acknowledges its obligation under various federal and state government acts and regulations including the below and any subsequent versions:

- National Vocational Education and Training Regulator Act 2011 (Commonwealth)

5. Policy

5.1 PI may monitor student attendance for internal purposes, including assessment eligibility and requirements.

5.2 The RTO will adopt 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. Students who persist in failing to meet course progress requirements - even after attempts by the RTO to notify and counsel them through the intervention strategy – will have their enrolment reviewed.

5.3 This policy and associated procedures will be made available to the students through student orientation, RTO website, and student handbook/manual.

5.4 The RTO will maintain student records in accordance with its *Documents and Records Management Policy* and use these records to consistently monitor student progress. Individual academic results and academic progress details for each student will be maintained on the student management system.

5.5 The RTO reasons that course progress is closely linked to student’s active participation in learning and assessment activities, and timely completion of major assessments. At the beginning of class (Session 1) trainers/assessors will provide information on assessment requirements, conditions, assessment due dates and other relevant competency requirements.

5.6 In the first instance, the student will be informed of the course progress issue by the trainer/assessor in the classroom through assessment feedback at the end of session. Depending on the assessment outcomes, trainer/assessors may allow the student to resubmit the work or suggest a reassessment or a re-sit as per RTO’s *Reassessment Policy*.

5.7 As an early detection process, trainers and assessors will be required to report to the General Manager any student who has been absent without explanation.

6. Intervention Strategies

Stage of Intervention	Action Required
All Courses	
Stage 1: Early detection of, and intervention in, unsatisfactory academic performance or prolonged absence	Trainer/ assessor to discuss progress with student and confirm discussion in writing.
Stage 2: Unsatisfactory academic performance (50% or more NYCs of total units) at end of a designated study period	Further discussion with trainer / assessor Trainer / assessor advised General Manager and provides all correspondence.
Stage 3: Monitoring of students with unsatisfactory academic progress during a consecutive study period	Student activity is closely monitored by the Trainer/assessor and General Manager
Stage 4: No improvement noted in student performance midway through the course constantly failed to meet the assessment requirements	General Manager to discuss with Employer and agree on strategies to support student or discuss withdrawal.
Stage 5: Letter of Intention to Cancel Enrolment	General Manager formally advises student and employer of intended action.

7. Responsibility

Trainers and assessors are responsible for providing assessment feedback and an early detection of academic performance issues, notifications to the General Manager.

The Student Administrative Officer is responsible for maintaining records on course progress in the student database.

The General Manager is responsible for notifying students of their failure or risk of failure to meet satisfactory course progress and issuing all correspondence to student and employers.

The General Manager is responsible for effective implementation and management of this policy as well as provision of information on ways to resolve complaints of breaches of this policy.

The CEO has overall responsibility for the implementation and review of this policy.

Any complaints or breaches in relation to this policy should be reported to the Chief Executive Officer in person or by email to: ceo@peopleimprovers.com