



Cricos Code: 02035F RTO Num: 30100

Tel: 07 3846 7774 Fax: 3844 7747

Email: admin@intech.edu.au Web: www.intech.edu.au

28 Russell Street, South Brisbane, QLD, 4101

Course Progress Policy

Purpose

This policy is designed to meet the requirements of the DEST-DIAC Course Progress Policy and Procedures for CRICOS Providers of VET Courses, included in Appendix A of this policy. This DEST-DIAC policy is applicable under standard 11.2 of the National Code of Practice 2007. The policy and related procedures detail the course progression monitoring, intervention strategies and DIAC reporting requirements as described in the DEST-DIAC Course Progress Policy and Standard 9 of the National Code of Practice 2007.

This policy is made available to all staff and students of Intech Institute of Technology through the Student Information Handbook and the Staff Intranet system. The policy is explained to Students and Staff through induction programs and counselling sessions applicable under this policy.

Scope

Intech Institute of Technology students have their unit/module enrolments stored in the student management system. These units/modules define the over-all course requirements as per the accredited course or training package rules.

Intech Institute of Technology delivers its courses over four (4) compulsory study periods within the academic year. These periods are referred to as Terms and are of 12 (12) weeks in duration. Two terms equals one Semester and the total weeks within the academic year is forty (48). Students commence their courses at the beginning of any Term, and for this purpose it is referred to as an Intake.

1.0 Definition of Course Requirements

Intech Institute of Technology has developed outlines for each compulsory study period, referred to as Stage Outlines. The Stage Outline details the units/modules contained within the compulsory study period, the equipment and resource requirements, details of each session's content for that day, the assessment requirements and timelines/due dates for those.

The stage outlines are supplied to students at the commencement of each compulsory study period (12 week Term).

1.1 To achieve satisfactory course progress under this policy, students must successfully complete or demonstrate competency in at least 50% of the course requirements in a compulsory study period. This means that 50% of the units/modules defined in the stage outline must be completed or demonstrated.

Example: A stage of a course may contain six [6] units/modules delivered over the compulsory study period. To achieve satisfactory progress under this policy a student would need to successfully complete or demonstrate competency in at least three [3] of those units/modules.

The course durations are designed with the assumption that a student will meet the total requirements (100%) of each compulsory study period (Term). If a student successfully completes or demonstrates competency in the range of 50% to 99% of course requirements in any period they are considered to be making satisfactory progress under this policy.

2.0 Intervention and Monitoring Strategies

At the end of each compulsory study period Intech Institute of Technology will systematically monitor each student's academic progress and identify those students requiring intervention. If it is possible to identify students at risk of making unsatisfactory course progress before the end of the compulsory study period, then Intech Institute of Technology will initiate the intervention strategies as early as possible.

The following intervention strategies apply to monitor and identify a student requiring intervention:

2.1 Attendance is monitored as an indicator of student participation in class work. Students identified through monitoring as either:

- at risk of not making 80% attendance

Over the Twelve (12) week compulsory study period will.

- (a) Have an email or verbal discussion with the administration head to implement additional catch-up assessments where exceptional circumstances require such support.
- (b) Have a warning letter, SMS or email sent to them requiring to meet with the Director of Studies (DOS) or their Head of Department (HOD)
- (c) At the meeting with the DOS or HOD, students will be reminded that low attendance/participation in their coursework provides a greater risk of the student being deemed Not Yet Competent (NYC).
- (d) Students will be warned of their attendance obligations.

2.2 Students identified as successfully achieving more than 50% and less than 100% of the course requirements in the compulsory study period will have their academic load adjusted to bring them into alignment with their COE and/or enrolment end dates.

- (a) The student repeats the unsuccessful units/modules in a following compulsory study period or
- (b) The student is provided with the opportunity to demonstrate competency by undertaking reassessments and make up (catch-up classes and assessments) as per the provisions of the reassessment policy.

2.3 Students identified as successfully completing or demonstrating competency in less than 50% of the course requirements in a compulsory study period. The following applies:

- (a) If the student is identified for the first time or subsequent times without a preceding period of identification, the student will:
 - Receive a written letter from Intech Institute of Technology advising of not achieving satisfactory course progress under the provisions of the Course Progress Policy item 2.2. and an intention to report such to DIAC via PRISMS.
 - Receive an email and/or SMS or letter alerting to the fact the Unsatisfactory Course Progress letter has been sent to the student's last known residential address.

(b) At the appointment with the Director of Studies, the following will be discussed to determine the best intervention strategy/strategies necessary to assist the student to achieve satisfactory course progress:

- Discussion of course suitability for which the student is enrolled into. EG, is the student completing a course suited to them?
- Opportunities to demonstrate competency by undertaking reassessments as per the provisions of the reassessment policy. This procedure allows reassessment or demonstration of competency in units/modules failed or deemed Not Yet Competent (NYC)
- The LLN procedure to provide the student with advice and support services in the provision of language, literacy and numeracy (LLN) assessment services
- The Client Counselling, Support and Welfare procedure to identify and assist a student where there may be compassionate or compelling circumstances impacting the student's capacity and/or ability to progress through their course
- The student will be advised that under this policy unsatisfactory course progress in two consecutive study periods (as described at item 2.3) could lead to the student being reported to DIAC and cancellation of their student visa, depending on the outcome of any appeals process

2.4 If the student is identified as successfully completing or demonstrating competency in less than 50% of the course requirements in a compulsory study period for a second consecutive time.

The following applies:

- (a) The intervention strategies at 2.2(b) of this policy will be reviewed further with the student
- (b) The procedure described under item 3.0 of this policy will be initiated by Intech Institute of Technology

Definition of consecutive periods under this policy is two compulsory study periods that the student was enrolled in and studying, whether or not separated by holiday or deferment periods. Under this policy a compulsory study period is a twelve (12) week term.

3.0 Intention to Report Students to DIAC for Unsatisfactory Course Progress

A student that is identified as successfully completing or demonstrating competency in less than 50% of the course requirements in a second consecutive compulsory study period the following applies:

3.1 Intech Institute of Technology will write to the student of its intention to report to DIAC for unsatisfactory progress - letter to be sent out to their last known residential address.

The student has twenty [20] working days to instigate the Client Complaints and Appeals process. A student may appeal on the following grounds:

- (a) Intech Institute of Technology has failed to record or calculate the student's marks accurately
 - (b) The student has compassionate or compelling circumstances that impact on the student's capacity and/or ability to progress through the enrolled course
- or
- (c) Intech Institute of Technology has not implemented the intervention strategies documented in this policy at 2.2(b) or referred to in other existing policies provided or made available to the student

3.2 Where a student's appeal is successful Intech will do the following depending on the findings of the appeals process:

- (a) If an error was made in calculations and the student did make satisfactory course progress, InTech will not report the student to DIAC. Further support may be provided as per 2.2(b) if necessary
- (b) If Intech Institute of Technology has failed to record a student's marks, the college will correct this omission and the student will not be reported to DIAC. Further support may be provided as per 2.2(b) if necessary
- (c) If the appeals process shows that satisfactory academic progress was not made due to compassionate or compelling circumstances, the student will not be reported to DIAC. Further support will be provided as per 2.2(b)

4.0 Reporting Students to DIAC for Unsatisfactory Course Progress

4.1 Where a student has been identified as not meeting course requirements in two consecutive study periods and the following conditions apply:

- (a) The student has chosen not to access the Client Complaints and Appeals process within the 20 working day period from Intech Institute of Technology notification of intention to report
- (b) The student has withdrawn from the Client Complaints and Appeals process
- (c) The Client Complaints and Appeals process is completed and the student's appeal was unsuccessful

4.2 Intech Institute of Technology will then notify the Secretary of the Department of Education, Science and Training (DEST) through the Provider Registration and International Student Management System (PRISMS). The report to DEST will result in the student being issued with a Section 20 notice outlining the breach of visa conditions. This report will require the student to present to DIAC within 28 working days from the issue date.