

# COURSE PROGRESS AND ATTENDANCE POLICY AND ASSOCIATED PROCEDURES

## PURPOSE OF THE POLICY

This policy and associated procedures outline Australian College of Technical Studies' approach to ensuring all students maintain satisfactory course progress and attendance throughout their studies to ensure they can complete their course within the required duration. This policy and associated procedures also outline the procedures for managing unsatisfactory progress.

This policy and associated procedures meet the requirements of Standard 2.3 the Outcome Standards for RTOs, as well as Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Note if you are also providing services to domestic students, we recommend you adopt the Course Progress and Attendance Policy and Associated Procedures in our domestic RMS. This has been kept separate so as not to confuse requirements for each target group. Please reach out to us at [hello@rtoworks.com.au](mailto:hello@rtoworks.com.au) and the separate policy will be provided to you.

## POLICY STATEMENTS

### OVERVIEW

Australian College of Technical Studies monitors international students' course progress and attendance to ensure they are able to complete their course within the required duration.

The duration of the course as specified on the student's CoE will never exceed that registered on the CRICOS register.

Australian College of Technical Studies advises students before they commence their course of the requirements to achieve satisfactory course progress and attendance, including that students who do not meet course progress requirements are at risk of having their visas cancelled. This advice is included in the International Student Handbook, Course Brochure and within the Orientation.

All records of course progress and monitoring will be kept.

### MONITORING COURSE PROGRESS AND ATTENDANCE

A number of strategies will be used to determine whether a student is at risk of or is making unsatisfactory progress and attendance.

Course progress and attendance is monitored weekly during each study period as follows:

- By reviewing satisfactory completion of assessments.

- By reviewing the student's attendance record to ensure that they attend a minimum of 80% of their scheduled classes and have not been absent for more than 5 consecutive days without approval for a leave of absence.
- By assessing the student's participation in class.
- By reviewing the student's completed self-study guides. Delete if not applicable, i.e. where delivery is 20 hours face to face.

Course progress monitoring will determine the need for a student to participate in an intervention strategy. Australian College of Technical Studies commits to an early intervention approach.

A student will be deemed at risk and be required to participate in an intervention strategy if they:

- Have an overall result of Not Yet Competent for a unit
- Do not attend classes on a regular basis
- Do not participate in learning activities within the classroom
- Do not submit completed self-study guides. Delete if not applicable, i.e. where delivery is 20 hours face to face.

All course progress and attendance monitoring is achieved by reviewing data on the student management system.

## INTERVENTION STRATEGY

Students who are identified at risk of not meeting course progress and attendance requirements are required to participate in an intervention strategy.

The intervention strategy will be developed to meet the student's needs and documented in an Intervention Form.

Students who are identified as being at risk will be informed in writing that they are at risk. This will be in the form of two formal warning letters and an intention of notice to report as follows:

- First warning letter: after failing one or more assessment tasks of a unit following resubmission and/or not meeting a minimum of 80% attendance requirements.
- Second warning letter: after failing one or more assessment tasks of a unit following resubmission and/or failing additional assessment tasks of a unit and/or not meeting minimum of 80% attendance requirement despite an intervention strategy.
- Notice of intention to report: after failing one or more assessment tasks of a unit following resubmission and/or failing additional assessment tasks of a unit and/or not meeting minimum of 80% attendance requirement despite an intervention strategy.

## EXCEPTIONS

An exception may be made where a student is attending at least 70% of the course contact hours and is maintaining satisfactory progress.

## EXTENSION TO AN EXPECTED COURSE DURATION

Extensions to the course duration specified on the CoE will be allowed if:

- Compassionate or compelling circumstances apply and demonstrable evidence of such is provided
- Where an intervention strategy is in place (or is about to be implemented) for the student because they are at risk of not meeting course progress or attendance requirements.

Students are advised to contact the DHA to seek advice on their student visa.

## REPORTING

Where a student has demonstrated unsatisfactory course progress and/or attendance in a study period despite interventions implemented, Australian College of Technical Studies will:

- Notify the student in writing of the intention to report the student for unsatisfactory course progress and/or attendance
- Inform the student of the reasons for the intention to report
- Advise the student of their right to dispute the decision by accessing Australian College of Technical Studies' Complaints and Appeals Policy Procedure within 20 days of receiving the notice of intention to report.

Australian College of Technical Studies will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS if:

- The internal and external complaints processes have been completed, and the decision or recommendation supports 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 student has chosen not to access the external complaints and appeals process; or
- The overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

All records will be kept on the student's file including warning letters and the notice of intention to report.

## PROCEDURES

### 1. ASSESS COURSE PROGRESS AND ATTENDANCE

- 1.1 Review data from student management system on a weekly basis to determine if students are at risk of not meeting course progress requirements as per the definitions in the policy.
- 1.2 Check and record student attendance daily using an Attendance Sheet, the results of which are entered into the Student Management System. An attendance rate is calculated each week.
- 1.3 Contact student via SMS and email if the student has been absent for more than 5 consecutive days without approval or they will not be able to achieve 80% attendance. This should be repeated until the student responds. Inform the student that their immediate attendance is required and they will receive a First Warning Letter as specified below.



- 1.4 Review data from student management system on a weekly basis to determine if students are at risk of not meeting course progress requirements as per the definitions in the policy.
- 1.5 Review completed self-study guides to determine if student is meeting self-study requirements. Delete if not applicable, i.e where delivery is 20 hours face to face.

## **2. PROVIDE FIRST WARNING AND COMMENCE INTERVENTION STRATEGY**

- 2.1 Send the student a First Warning Letter of Unsatisfactory Course Progress/Attendance. Include the letter on the student's file.
- 2.2 Use the Intervention Form to guide the meeting with the student.
- 2.3 Document agreed interventions on the Intervention Form and implement immediately. Include the Intervention Form on the student's file.
- 2.4 Monitor progress through regular communication and document progress on form.
- 2.5 In consultation with the student, adjust the intervention if required and update the Intervention Form.
- 2.6 Sign off on form when the intervention is complete and the student is meeting course progress/attendance requirements.

## **3. PROVIDE SECOND WARNING**

- 3.1 Where the student is still not meeting course progress/attendance requirements, send the student a Second Warning Letter of Unsatisfactory Course Progress/Attendance.
- 3.2 Use the Intervention Form to guide the meeting with the student.
- 3.3 Advise the student that despite the interventions agreed to, they have still not been making progress. Identify their reasons for such and document in the progress report section of the Intervention Form.
- 3.4 Document any agreed adjusted interventions on the Intervention Form and implement immediately.
- 3.5 Monitor progress through regular communication and document progress on form.
- 3.6 Sign off on form when the intervention is complete and the student is meeting course progress/attendance requirements.



## 4. ADVISE OF NOTICE OF INTENTION TO REPORT

- 4.1 Where the student is still not meeting course progress/attendance requirements, send the student a Notice of Intention to Report for Unsatisfactory Course Progress/Attendance.
- 4.2 If the student does not appeal against the decision to report them or if their appeal is unsuccessful, report the student via PRISMS for breach of course progress requirements.
- 4.3 Complete all actions associated with cancellation such as removal of student's email account, access to Australian College of Technical Studies' property and so on.

## RESPONSIBILITIES

The General Manager/ Authorised Representative is responsible for:

- Reviewing data to check course progress and attendance
- Conducting meetings with students and developing and monitoring intervention strategies
- Reviewing student appeals in relation to course progress
- Reporting students through PRISMS.

The Administration and Student Support Officer are responsible for:

- Issuing warning letters and notices of intention to report.

Trainers and assessors are responsible for:

- Notifying the RTO Manager of students, they consider to be having difficulties with course progress and/or attendance
- Reviewing completed self-study guides to determine if student is meeting self-study requirements and notifying the RTO Manager of any issues. Delete if not applicable, i.e. where delivery is 20 hours face to face.