



Policy 17B: COURSE PROGRESS AND ATTENDANCE POLICY & PROCEDURES DOMESTIC STUDENTS

Policy

1. Completion within expected duration

- Domestic students are expected to complete their studies within the expected duration specified on their Offer letter and Student Agreement.
- AFWE monitors students progress to ensure that students receive sufficient student support to complete their studies within the expected duration specified on their Offer letter and Student Agreement

2. Course progress requirements

- A study period at AFWE comprises of a number of subjects totaling a minimum and no more than 20 hours per week and delivered over a ten-week (10) week period. Unsatisfactory progress is defined as not successfully completing or demonstrating competency for at least 50% of the course requirements in that study period. **If some units are delivered throughout 2 consecutive terms, the consecutive 2 terms are seen as one study period.**
- Course progress requirements are defined in relation to study periods and may include (but is not limited to), any combination of the following.
 - Satisfactory completion of summative and formative assessment tasks.
- Requirements are designed to uphold the academic integrity of the registered course with consideration to the length of the study period and number of units/subjects and assessment requirements of the course.
- Students are advised of course progress requirements in each *Course Outline* and in their course orientation.
- Students who do not meet course progress requirements are at risk of not completing their studies within the expected duration. Domestic students take own responsibility if not meeting course progress and not completing study in time.
- AFWE uses a range of methods to monitor course progress including review of assessment tasks, participation in tuition activities, and other measures of academic progress as defined in the procedures.
- All records of course progress are kept on file.
- Students must also ensure that they abide by academic conduct requirements in order to ensure that they can complete their course in the expected duration.
- AFWE is not required to monitor domestic students' attendance for all of our registered VET courses.



3. Intervention Strategy

- AFWE ensures that it identifies, notifies and assist students where there is evidence that the student is at risk of not meeting course progress requirements.
- For students at risk of not meeting course progress requirements, or Individual intervention plan will be developed based on the appropriate intervention strategy identified.
- An intervention plan may include one or more of the following strategies:
 - Advising students on the suitability of the course in which they are enrolled and possible alternatives;
 - Advising students of opportunities for reassessment; and
 - Advising students of assistance that AFWE can provide such as:
 - reviewing learning materials with the student and providing information to students and in a context that they can understand;
 - providing extra time to complete tasks;
 - providing access to supplementary or modified materials
 - providing supplementary exercises to assist understanding
 - attending academic skills programs;
 - attending tutorial or study groups;
 - receiving individual case management;
 - attending counselling;
 - receiving assistance with personal issues which are influencing progress;
 - receiving mentoring;
 - referral to external organizations where AFWE is unable to address the identified learning or academic issues:
 - being placed in a suitable alternative course; or
 - a combination of the above and a reduction in course load.

4. Extension to an expected course duration

- Extensions to the course duration specified on the Offer letter and Student Agreement are only allowed where:
 - Compassionate or compelling circumstances apply, and demonstrable evidence is provided, which may include but is not limited to:
 - serious illness or injury, where a medical certificate states that the student was unable to attend classes;
 - bereavement of close family members such as parents or grandparents;
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
 - a traumatic experience which has impacted on the student and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
 - where AFWE is unable to offer a pre-requisite unit.



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- Where a student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory course progress or
- An approved deferral or suspension of studies has been granted in accordance with AFWE's *Deferral, Suspension and Cancellation Policy and Procedure*.
- All variations in the student's study load, including the reasons for the variation will be recorded on the student's file.

5. Publication

- This policy and procedure will be published on AFWE's website to ensure that course progress requirements are clearly communicated to students before they commence their course. Course progress requirements will also be communicated to students in the Course Outline and at their orientation.
- AFWE's administration officer, student support, trainer, assessor, manager and CEO will be informed with any updates made.



Procedure

Monitor course progress

RTO Standards Clause 1.7

A. Monitor course progress

- Assess and monitor students course progress, in relation to the course progress requirements set out in the course curriculum through:
 - Reviewing class participation
 - Evaluating assessments
- AFWE's student support monitor, record the course progress of each student.
- To demonstrate satisfactory course progress, students need to achieve competency in at least 50% of the units required to be undertaken in one study period.
- The student support advises the RTO Manager in writing within 10 working days of the end of each study period if a student has failed to achieve satisfactory course progress.
- In addition, all student results are entered into RTO Cloud Data student management system by administration officer within 10 working days of the end of each study period which also alerts the College of any unsatisfactory course progress.
- The course progress of these students is reviewed and assessed within 15 working days of the end of each study period by the RTO Manager.
- Students who have begun a new study period or part way through a study period will be assessed after one full study period.
- The RTO manager begins and manages the Unsatisfactory Course Progress Intervention Strategy outlined below.
- Keep records of progress on each student's file or in general document such as course progress file.
- Keep records of any communication with students regarding to course progress in student's file as Diary Notes.



B. Unsatisfactory course progress – Stage 1

- The student support advises the RTO Manager in writing within 10 working days of the end of each study period if a student has failed to achieve satisfactory course progress.
- In addition, all student results are entered into RTO Data Cloud student management system by administration within 10 working days of the end of each study period which also alerts the College of any unsatisfactory course progress.
- Students who fail to achieve competency in 50% of units in one study period will receive an Unsatisfactory Course Progress Warning letter, initiated by the RTO Manager within 10 working days of completion of the study period and inviting the student to attend a meeting with RTO Manager to develop an intervention strategy, face-to-face or by discussing the issue over the phone.
- During the meeting, RTO manager discusses the reasons for the unsatisfactory course progress with the student and agree on appropriate intervention with the student.
- RTO manager informs students of the implications of amending their enrolment, if applicable.
- RTO manager records outcomes of the meeting in the *Intervention Strategy Form*.
- Ensure *Intervention Strategy Form* is signed by the student to state that they agree to the intervention strategy.
- Implement intervention strategy as documented in the *Intervention Strategy Form* as soon as possible and within 5 working days of the meeting. The intervention strategy must be activated within the first four weeks of the following study period.
- The student's individual strategy for academic improvement will be monitored over the following study period by the student support.
- Inform students in the meeting that fail to meet course progress will cause incomplete the study within expected duration, enrolment extension maybe granted case by case, it may cost extra for extending.
- Inform students in the meeting again that meeting course progress is students' own responsibility.
- Place all documentation on the student's file.