


POLICY		
Ref. to Legislative Frameworks: SRTO2015: Standard 1.3 / 1.7 National Code 2018: Standard 8	Monitoring Student Course Progress (Vocational Education and Training)	
Version: 4.4	Approved by: Chief Executive Officer (CEO)	Issued on: 06/04/2018 Review by: 06/04/2020

Revision History

Current Version	Description of Change	Policy Developers	Effective Date
4.4	Reviewed for compliance to National Code 2018	Chief Executive Officer (CEO)	06/04/2018
4.3	Added references to National Code 2018 Updated Policy Statement, Definitions and Responsibilities	General Manager, Operations and Risk Management	23/12/2017

PURPOSE

This policy explains the principles that apply to monitoring student academic progress for courses they are enrolled in at Academies Australasia Polytechnic (AAPoly) in line with the regulatory requirements. The intent is to guide the attainment of satisfactory academic progress.

Overseas students' visa condition 8202 required them to maintain satisfactory attendance in their course and course progress for each study period as required by their education provider¹.

POLICY STATEMENT

Students' academic progress is monitored, documented and support is provided as required, to facilitate students' success in their chosen course of study and to ensure compliance with the relevant regulatory requirements.

SCOPE

This policy applies to all students, lecturers and staff involved in the academic progress monitoring of students enrolled in the Vocational Education and Training (VET) programs.

DEFINITIONS

Satisfactory Course progress	A student should successfully complete specified units of competency or subjects of the enrolled course within a specified timeframe.
At risk of Unsatisfactory Course Progress	A student is considered 'at risk' of not being successful in his/her course of study when the student has failed 50% or more of their units/subjects enrolled in a term or semester. "At risk" measures the probability of the student failing to complete their course within the planned period of study. The planned period of study for an overseas student is the period covered by the Confirmation of Enrolment.
Monitoring	Refers to an active checking of course progress (AEI Explanatory guide)
Recording	A documented record of the student's achievement within each unit (AEI Explanatory guide)
Assessment	Assessment is a process to determine a student's achievement of expected learning outcomes and may include a range of written and oral methods and practice or demonstration (Source: AQF)

¹ Student visa condition 8202 - <https://www.homeaffairs.gov.au/trav/stud/more/visa-conditions/visa-conditions-students> accessed 31/3/2018

National Code A set of nationally consistent standards that governs the protection of overseas students and delivery of courses to those students by providers registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

POLICY

1. To meet the requirement for satisfactory course progress, students enrolled for courses with durations of more than one (1) year must pass a minimum of 50% of the subjects enrolled in a term or semester and to complete the course within the planned period of study. The planned period of study for an overseas student is the period covered by the Confirmation of Enrolment.
2. Students enrolled for courses with durations of two (2) terms or less (six (6) months) must endeavour to complete all subjects enrolled in each term. This will enable them to complete the course within the expected duration.

RESPONSIBILITIES

- Lecturer – monitors and reports on students' academic progress, according to the Monitoring Student Course Progress procedure. Inform students about this Policy.
- Course Coordinator (CC)/Department Head – provides academic advice to students and implement appropriate intervention strategies, according to the Monitoring Student Course Progress procedure. Inform students about this Policy.
- Student Services (SS) ensure documentation is recorded in Paradigm and Student File, according to the Monitoring Student Course Progress procedure. Inform students about this Policy.
- Designated Department Head (DH) – disseminating this policy and its accompanying procedure to relevant stakeholders.
- Academic Dean – oversee the implementation of this policy and its accompanying procedure.

FEEDBACK

Queries or feedback about this policy should be directed to the Chief Executive Officer through suggestionstotheceo@aapoly.edu.au. The Academic Dean will respond to the written question or feedback within two (2) weeks from the receipt, unless an extenuating circumstance requires an immediate response or action. The feedback and subsequent outcome will be documented in the version register which will form a part of quality assurance and continuous improvement of AAPoly.

References

Source	Document Title	Version/Date
Internal	Monitoring Student Progress Procedure VET	v4.4 06042018
External	ASQA Standards for Registered Training Organisations	2015
	National Code of Practice for Providers of Education and Training to Overseas Students	2018