



Monitoring International Student Academic Progress Policy

1. Policy

This policy/procedure supports 'Standard 10 – Monitoring Course Progress' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007'

The following procedures will ensure that every student's academic performance is monitored and students are given every opportunity to achieve the required academic progress for each course they are enrolled in.

A study period means 12 training weeks starting from the student's actual commencement date.

The expected minimum standard of academic progress is 50% competency in each study period. At the completion of any study period, any student not assessed as 'Competent' in at least 50% of the total number of units attempted by the student in that study period will be considered to be at risk of making unsatisfactory course progress.

A student who does not achieve this 50% competency rate for two consecutive study periods will be deemed to have made unsatisfactory course progress, and after any appeal rights are exhausted, will be reported to the Secretary through PRISMS.

The following procedures outline a process to ensure that students are made aware and given opportunities to rectify the situation at the following stages of academic non-progression:

- 1st Poor Academic Progress Notification Letter when student has fallen below the minimum expected academic performance for single study period
- If a student is identified for the first time as falling below the minimum expected standard, an intervention strategy is implemented. The intervention strategy must be activated within the first four weeks of the following study period
- 2nd Warning when a student is at risk of not achieving the minimum expected academic performance standard for a second consecutive study period

The following procedure ensures academic progress records are accurately kept and monitored for all students enrolled within each course. It allows for early detection of poor academic results and enables Yorke Institute and the students an opportunity to rectify the situation before falling into unsatisfactory course progress requiring notification.

All staff are made aware of the requirements of this policy through induction, regular meetings and updates and continuous improvement practices. Students are made aware of the academic progress requirements through the enrolment process and throughout each study period of the program.

2. Procedure

2.1 Recording Student Academic performance

The student's academic performance shall be recorded using the student assessment record sheet. All students shall be deemed either 'Competent (C)' or 'Not Yet Competent (NYC)' for each unit within the qualification they are enrolled and complete. The assessment will be conducted by qualified trainers / assessors using Yorke Institute's assessment tools/methods and recording processes as required.

It is the responsibility of the RTO Coordinator to ensure that the 'Student Assessment Record Sheet' is updated after each assessment is completed and recorded. The assessment from



the student assessment record will be entered into the Management Information System (Wisenet). All academic results are entered into Wisenet by the RTO Coordinator.

A student will be provided with a 'Client Unit Enrolments' statement each time unit results are updated.

Wisenet will calculate the projected academic progress for the study period, based on the total number of units that are required to be assessed and the outcome of these assessments. I.e. if there were 6 units in total assessed in a study period and a student has been assessed as 'C' in 4 units and 'NYC' in 2 units for the study period, the student's academic progress would reflect that the student achieved 66.67%.

These records are checked monthly by the RTO Coordinator for currency and accuracy.

2.2 Monitoring Student Academic Performance

The RTO Coordinator will monitor student academic performance and academic issues via Wisenet and will be responsible for counselling and developing any interventions required improving performance.

When a student is identified for the first time as **not meeting the expected minimum standard** of course progress, an intervention strategy will be implemented in accordance with the Intervention Strategy Policy and Procedure. The intervention strategy must be activated within the first four weeks of the following study period

At least monthly the RTO Coordinator will review the academic progress of all students and monitor the following points:

- **When a student's academic progress falls below 50% for a completed single study period**
 - When a student's academic progress falls below 50% for a completed single study period the RTO Coordinator shall send a '1st Poor Academic Progress Notification Letter' within 4 weeks of the following study period indicating the student has to contact Yorke Institute and organise an appointment with the RTO Coordinator to discuss their poor academic progress and intervention strategies to help improve the student's academic progress and ensure **they achieve competence in more than 50% of attempted units** for the following study period.
 - If the student does not respond within 7 days of the date of the letter, the RTO Coordinator will attempt to contact the student via telephone. Should contact not be made and the student fails to attend at the beginning of the next study period, he/she will be deemed to be in breach of his Visa requirements.
- **Any student who is not meeting the minimum expected academic progress in their current study period after falling below 50% in their previous study period**
 - As students who have not been deemed competent in at least 50% of attempted units in a period of study will be subject of an intervention strategy, the RTO Coordinator will closely monitor their course progress during the next study period.
 - Any student considered by the RTO Coordinator to be at risk of not meeting the minimum expected academic progress in their current study period after falling below 50% in their previous study period will be sent a '2nd Warning Letter'



- notifying them they are at risk of breaching their requirement to achieve satisfactory academic progress.
- The student is informed they are at risk of falling into unsatisfactory course progress,
 - and that if in two consecutive study periods they are deemed competent in less than 50% of units attempted they will be reported to the appropriate government agency(s).
 - The students are also informed that they are required to organise an appointment with the RTO Coordinator to discuss their academic progress and intervention strategies to help improve the student's academic progress achieve at least 50% competency in units attempted in that study period.
 - If the student does not respond within 7 days the RTO Coordinator will attempt to contact the student via telephone.
- **When a student's academic progress falls below 50% for 2 consecutive study periods**
 - The student shall be sent a 'Breach Notice' letter indicating they are going to be reported to the Department of Immigration and Border Protection for unsatisfactory academic progress in their course of study. They are informed that this has occurred as they have been deemed incompetent in less than 50% of attempted units for two consecutive study periods.
 - They are also informed of their ability to access the complaints and appeals process and have 20 days to do so.
 - If an appeal or complaint is initiated, an intervention strategy may be implemented while to assist the student's academic progress while the appeal or complaint is under consideration.
 - If the student does not go through any appeal or complaint process within 20 days, the report shall be submitted via PRISMS.

- **2.3 Reporting 'Breach of Student Academic Progress'**

All students who fall below 50% academic progress requirement and have no supporting reasons shall be reported via PRISMS to the appropriate government agency(s) for a breach of their Visa conditions.

As described above, students have 20 working days from the date the 'Breach Notice' letter is delivered to appeal the decision of their academic non-performance. If they do not choose to use this option then they shall be reported as indicated.

This process of reporting breaches into PRISMS is the responsibility of the RTO Coordinator who monitors the projected academic progress monthly.

A copy of all letters, details of phone calls made, and any reports are to be kept in the student's file.

If they choose to appeal the decision of their academic non-performance within 20 working days, then an intervention strategy can be implemented while that appeal is under consideration. Refer to the Intervention Strategy Policy.



Refer: Education Services for Overseas Students Act 2000 (ESOS Act)

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