SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE - STUDENT VISA HOLDERS

1) PURPOSE
This policy relates how Study Group Australia Pty Limited (SGA) will monitor and assess the course progress of each student visa holder, in order to identify and offer support to those who are at risk of failing to make satisfactory academic progress.

2) SCOPE
This policy applies to student visa holders enrolled within all vocational education and training programmes offered by Study Group Australia Pty Limited (SGA), trading as Martin College (the College).

3) GENERAL POLICY
SGA will systematically monitor students’ course progress. It will be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements; intervention strategies will be implemented to assist these students to attain their educational goals. If however, students remain unable to demonstrate the satisfactory academic progress requirements, SGA will report them under Section 19 of the ESOS Act for having breached the stipulated course progress requirements stated within this policy.

4) MARTIN COLLEGE SATISFACTORY COURSE PROGRESS POLICY
The College expects each student to progress through his/her course at a rate that will enable the student to complete the course in the nominated duration. Its purpose-built student records database generates reports of students’ academic progress, enabling the Campus Director of Studies – Vocational Education and Training (DOS-VET) to monitor, record and assess every student’s progress at the end of each study period. (The College operates five study periods per year; four are of 10 weeks in duration, and one is of 9 weeks.)

For the purpose of progression monitoring, each SGA Learning Unit that has a finish date within a particular study period is considered to be in that particular study period. Each SGA Learning Unit is equally weighted for progression monitoring purposes.

4.1 Classroom monitoring and early intervention
In order to assist with academic progress, the trainers monitor each student’s attendance and performance in the SGA Learning Unit(s) they deliver. If a student appears to be experiencing difficulty within a particular SGA Learning Unit, or perhaps with the English language, the trainers alert the DOS-VET or Course Coordinator.

The student will be notified and asked to make an appointment to see the DOS-VET or Course Coordinator, who will offer counselling and establish a programme of support for the student. Please note that it is the student’s responsibility to follow through on that programme, and to maintain contact with the DOS-VET and/or other staff nominated.

4.2 Monitoring progress and intervention strategy - Stage 1

A student who does not demonstrate competency in at least 80% of the SGA Learning Units undertaken during each study period will be identified as being ‘at risk’. He/she will be advised in writing and required to meet with the DOS-VET and/or Course Coordinator by a nominated date to discuss any issues and support options - including supplementary assessment. A counselling and mentoring programme will be implemented at this point, and an intervention strategy will be activated for the next study period.

As part of the intervention strategy, the student will be provided with an intervention contract that will detail a support programme which will include counselling and mentoring and one or more of the following:

- attending special tutorials and/or coaching;
- attending English language classes;
- receiving assistance with personal issues which are influencing his/her progress;
- being placed in a suitable alternative course;
- undertaking a reduced course load.

It is the student’s responsibility to follow through on that individual programme, and to maintain contact with the DOS-VET and/or other staff nominated within the intervention contract. Students who do not demonstrate competency in more than 50% of the SGA Learning Units undertaken during a study period will also be placed on Provisional Enrolment. A record of the intervention measures discussed and implemented will be kept on the student’s file by the DOS-VET and/or other staff nominated within the intervention contract.

4.3 Intervention strategy - Stage 2: Review of progress

If following the implementation of an intervention strategy, a student demonstrates competency through supplementary assessment for units which he/she had not successfully completed in the previous study period, and as a result he/she achieves competency in 80% or more of the units attempted in that previous study period, the DOS-VET will review the student’s academic history, and may choose to cancel the intervention contract, amend it or
continue it unchanged to the end of the study period.

The DOS-VET or Course Coordinator will monitor the academic progress of each student with an intervention contract for the remainder of that second study period, and review his/her results at its end. If satisfactory academic progress of 80% or more was made during that second study period, the student will no longer be regarded as being ‘at risk’ and the intervention contract and, if applicable, Provisional Enrolment contract will be closed.

4.4 Intervention strategy - Stage 3: On-going support

If the student’s academic progress demonstrates competency in more than 50% but less than 80% of the SGA Learning Units undertaken in that second (consecutive) study period, a second intervention strategy will be implemented to provide on-going support appropriate to the student’s needs.

A record of the intervention measures discussed and implemented will be kept on the student’s file by the DOS-VET and/or other staff nominated within the Intervention Contract.

4.5 Unsatisfactory course progress

If after Stages 1 and 2 of the Intervention Strategy have been completed, the student has been assessed as not yet competent in 50% or more of the SGA Learning Units undertaken in the second (consecutive) study period, the DOS-VET will notify the student in writing of the College’s intention to report the student to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) via PRISMS for unsatisfactory academic progress. The written notice of the College’s intention will inform the student that he or she is able to lodge an appeal through the College’s Complaints and Appeals process, and has 20 working days from the nominated date in which to do so. All subsequent action taken will be in accordance with that procedure.

Evidence will be retained in the student’s file of the written notice of intention to report, documentation of the Complaints and Appeals process, and a copy of a Section 20 notice of the final reporting to DEEWR via PRISMS, as applicable.