

Melbourne Rudolf Steiner Seminar Ltd

A.C.N. 081 055 110

RTO 3948 CRICOS 01812M VET Fee-HELP Provider: 7052

International Student Academic Progress Policy and Procedure

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 all students' academic performance is monitored and students are given every opportunity to achieve the required academic progress for each course they are enrolled in. This required academic progress is identified by the number of units assessed as 'Competent' within one term – that is, a student must be deemed 'Competent' in at least 50% of the total number of units assessed throughout a term.

A student who does not achieve this 50% competency rate for two consecutive terms shall be considered in breach of this academic progress requirement. 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:

- Notified when close to falling below the required academic performance for a single term
- 1st Warning when falling below the required academic performance for single term
- 2nd Warning when close to not achieving the required academic performance for a consecutive term

Where students have been identified as at risk of non-compliance of this requirement, all possible efforts shall be made to ensure that the student is given the opportunity to rectify their position, but where this is not possible their non-compliance of this requirement must be reported to the Department of Education, Employment and Workplace Relations (DEEWR) / Department of Immigration & Citizenship (DIAC).

The following procedures ensure 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 the Seminar and the students an opportunity to rectify the situation before reporting the breach of the academic performance requirement to DEEWR / DIAC.

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 enrolment processes and throughout the program.

2. Procedure

2.1 Recording Student Academic performance

The student's academic performance shall be recorded on the relevant *Master Assessment Spread Sheet*.

The assessment shall be conducted by qualified trainers / assessors using the Seminar's assessment tools/methods and recording processes as required.

It is the Seminar's responsibility to ensure that the database is maintained and up to date. These records are checked regularly by the Administrative Officer for currency and accuracy.

2.2 Monitoring Student Academic Performance

The Administrative Officer will monitor student academic performance via the database and report any issues, as outlined below, to the Coordinator 1 (CEO). This monitoring will occur once per term and will be supported by the Coordinator who will also monitor the student's academic progress regularly and will be involved in the counselling and reporting process as outlined below.

At a convenient time, once per month the Coordinator will review the academic progress of all students and monitor the following points:

- ***Any student falls below 60% academic progress for a single term***
 - Student's shall be sent a Notification Letter indicating that they have fallen below 60% academic performance for the term to date, and failure to achieve Competency in further units undertaken the current term may result in failing to achieve academic progress for the term. Failing to achieve this academic progression in two consecutive terms will be deemed in breach of Visa requirements and be reported to DIAC. The students are given the opportunity to be counselled in their progress if required. (See Appendix A)
- ***When a student's projected academic progress falls below 50% for a single term***
 - When a student's academic progress falls below 50% for a single term the Coordinator shall issue a '1st Warning Letter' indicating the student has to contact the Seminar and organise an appointment with the Coordinator to discuss their poor academic progress and strategies to ensure they stay above the 50% academic progress requirement for the following Term. (Appendix B)

If the student does not respond within 7 days the Administrator will attempt to contact the student via telephone. When this fails the matter shall be forwarded to the Coordinator.

- ***Any student who is below 75% academic progress in their current term after falling below 50% in their previous term***
 - Student's shall be sent a '2nd Warning Letter' notifying them they are at risk of breaching their requirement to maintain academic progression for each term they are enrolled. They are informed they have fallen below 75% academic progress in the current term after falling below the required academic progression in the previous term. They are informed that if they fall below the required academic progression in two consecutive terms they will be reported to DIAC.

They are also informed that are required to organise an appointment with the Coordinator to discuss their poor academic progress and strategies to ensure they stay above the 50% Academic requirement for the term. (See Appendix C)

If the student does not respond within 7 days the Coordinator will attempt to contact the student via telephone.

- ***When a student's projected academic progress falls below 50% for 2 consecutive terms***
 - The student shall be sent a 'Breach Recorded' letter indicating they are going to be reported to DIAC for unsatisfactory academic progress in their course of study. They are informed that this has occurred as they have failed to be deemed Competent in more than 50% for two consecutive terms.

They are also informed of their ability to access the appeals and complaints process and have 20 working days to do so. (Appendix D)

- If the student does not go through any appeal or complaint process within 20 working days, the report shall be submitted via PRISMS.

Note: Where there are less than 3 units to be assessed for the term, and a student is deemed NYC in a single unit, the student shall only be sent only the 1st Warning Letter. This is due to the fact that if they are deemed NYC in more than 1 unit they will fall below the 50% requirement for the term.

2.3 Intervention Strategies for students at risk of not achieving satisfactory Academic Progress

Where a student is deemed to be at risk of not achieving a satisfactory course progress, intervention strategies shall be implemented to provide the student the opportunity to improve their progress. These intervention steps will include meeting with the student to identify the cause that is placing the student at risk. Within this meeting, strategies to assist the student in completing the course within the expected duration shall be discussed and implemented as required. These strategies may include:

- Extra tuition and support to be organised
- Timetable adjustments
- Personal strategies to improve the students ability to complete the course requirements
- Review of assessment strategies
- Variation of enrolment load
- Extension in duration of course

The Coordinator will meet with students identified as being at risk of not achieving a satisfactory academic progression and decide the intervention strategy most suited to the specific student situation.

2.4 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 DIAC for a breach of their Visa condition.

Students have 20 working days from the date the 'Breach Recorded' letter is processed to appeal the decision of their academic non-performance. If they do not choose to use this option or the appeal is unsuccessful then the breach of visa conditions shall be reported as indicated.

This process of reporting breaches into PRISMS is the responsibility of the Coordinator. When a student does not access the complaints and appeals process within 20 working days, or an appeal is unsuccessful, a S.20 Form is completed on PRISMS and a copy of this form shall be printed and sent to the student notifying them of the reported breach. A copy of all letters, details of phone calls made, and any reports are to be kept in the student files.

POOR ACADEMIC PROGRESS NOTIFICATION LETTER

Date: (insert date)
Student Name: (insert details)
Student Number: (insert details)
Student Address: (insert details)

Dear Student,

As part of your Visa requirements you are required to achieve satisfactory academic progress in the courses enrolled. This progress is defined as achieving Competency in at least 50% of units that a student is assessed in a term.

Our records indicate that your current academic progress may be at risk of falling below the required progression for the term. ***Your current academic progress is below 60% of the total units being undertaken in the current term.***

Please be advised that as soon as you're projected academic progress is recorded as unsatisfactory for two consecutive terms **the Seminar is obliged to notify the Department of Immigration And Citizenship (DIAC)** via PRISMS that you have breached your student requirements.

If you have any questions or wish to discuss strategies to ensure a satisfactory academic record is achieved, you can contact the Seminar and arrange a meeting with the Coordinator to discuss how we can improve this situation. The intervention strategies the Seminar may be able to provide could include:

- Extra tuition and support to be organised
- Timetable adjustments
- Personal strategies to improve the students ability to complete the course requirements
- Review of assessment strategies
- Variation of enrolment load
- Extension in duration of course

These options can be discussed with your trainers or by contacting the Coordinator.

At the College our aim is to assist your satisfactory progression through your chosen course of study. We are very pleased to discuss any academic progression issues and attempt to reach satisfactory solutions.

Yours sincerely

Coordinator

POOR ACADEMIC PROGRESS 1st WARNING LETTER

Date: (insert date)
Student Name: (insert details)
Student Number: (insert details)
Student Address: (insert details)

Dear Student,

As part of your Visa requirements you are required to achieve satisfactory academic progress in the courses enrolled. This progress is defined as achieving Competency in at least 50% of units that a student is assessed in a term.

Your academic progress is below 50% of assessed units for the current term

This has resulted as you have been unable to achieve Competency in more than 50% of the units undertaken for the term.

You **must** contact the Seminar **in person immediately** and arrange a meeting with the Coordinator to discuss how we can improve this situation for the following term.

Please be advised that as soon as your projected academic progress falls below 50% for two consecutive terms, **the Seminar is obliged to notify the Department of Immigration And Citizenship (DIAC)** via PRISMS that you have breached your student requirements.

At the Seminar our aim is to assist your satisfactory academic progression through your chosen course of study. The intervention strategies the Seminar may be able to provide could include:

- Extra tuition and support to be organised
- Timetable adjustments
- Personal strategies to improve the students ability to complete the course requirements
- Review of assessment strategies
- Variation of enrolment load
- Extension in duration of course

These options and how you will maintain a satisfactory academic progression for the remainder of the course will be discussed when you meet with the Coordinator.

Yours sincerely

Coordinator

POOR ACADEMIC PROGRESS 2nd WARNING LETTER

Date: (insert date)
Student Name: (insert details)
Student Number: (insert details)
Student Address: (insert details)

Dear Student,

As part of your Visa requirements you are required to achieve satisfactory academic progress in the courses enrolled. This progress is defined as achieving Competency in at least 50% of units that a student is assessed in a term.

Your current academic progress is below 75% of assessed units for the current term. This combined with your unsatisfactory progress last term places you at risk of breaching this Visa requirement.

Please be advised that as soon as your projected academic progress falls below 50% for two consecutive terms, **the Seminar is required to notify the Department of Immigration And Citizenship (DIAC)** via PRISMS that you have breached your student requirements.

You **must** contact the Seminar **in person immediately** and arrange a meeting with the Coordinator to discuss how we can improve this situation promptly.

At the Seminar our aim is to assist your satisfactory academic progression through your chosen course of study. We are very pleased to discuss any attendance problems and reach satisfactory solutions. The intervention strategies the Seminar may be able to provide could include:

- Extra tuition and support to be organised
- Timetable adjustments
- Personal strategies to improve the students ability to complete the course requirements
- Review of assessment strategies
- Variation of enrolment load
- Extension in duration of course

These options will be discussed in detail when you meet with the Coordinator and you will be required to develop a plan to ensure your academic progress is maintained throughout the remainder of the program.

Yours sincerely

Coordinator

STUDENT ACADEMIC PROGRESS BREACH RECORDED LETTER

Date:

Student Name:

Student Number:

Student Address:

Dear Student

Subsequent to our issuing to you two (2) 'Attendance Warning' Letters and our attempts to counsel you through this issue, our records indicate your projected academic progress has fallen below the required 50% for two consecutive terms.

This is in Breach of your Visa conditions

Please be advised that you are in breach of your Student Visa academic requirements and **the Seminar is now required to notify Department of Immigration and Citizenship (DIAC)** via the PRISMS reporting system.

If you feel you have reasonable grounds for your poor academic progress in your course and wish to appeal this reporting of the breach of academic performance requirement, you **must** contact the Seminar **in writing** within 20 working days outlining your circumstances. This process is outlined in the attached 'Complaints & Appeals Policy / Procedure and further information on this process / decision can be gained from Administration.

If no response is received within 20 working days the Seminar will proceed with the reporting process.

Please be advised that you are still required to attend the course until notified by DIAC.

Yours sincerely

Coordinator