

Course Progress

Area	Administration		Classification	International Student	
Last Updated	Nov 2010	Version	2010-02	Co-ordinating Responsibility	CEO / DOS Course Manager(s) International Student Liaison Officer
Next Review	Nov 2011	Approved by	Janet Lawrence CEO/DOS	Distribution	Policy and Procedure Manual, Website

POLICY

Students who have unsatisfactory course progress in two consecutive study periods will be reported to DIAC

Note: This policy is applicable to all international students enrolled in ALACC as of 1st July 2010.

DEFINITION

- Unsatisfactory course performance is defined as failing to achieve competency in at least 50% of units required to be undertaken in a study period.
- A study period is eleven weeks of study.
- According to the DEEWR-DIAC policy students must achieve competency in a minimum of 50% of the units required to be undertaken in a given study period to be considered as having a satisfactory course progress. In determining whether a student has achieved the 50% competency requirement, only those units, where the assessment of all components occurred in that study period, will be included in the determination.

Step PROCEDURE

1	A failure to achieve competency in at least 50% of the units required to be undertaken in a single study period will trigger a review of academic progress and implementation of an intervention strategy by ALACC.
2	At the completion of a study period the CEO / Director of Studies in consultation with Course Managers will review the course progress of all students and identify those students who have failed to achieve competency in at least 50% of the units required to be undertaken in the study period.
3	Within 14 days of the completion of a study period all students identified as having failed to achieve competency in at least 50% of the units required to be undertaken will be sent a letter requiring them to attend an Intervention Strategy meeting with the CEO / Director of Studies.
4	At the meeting the CEO / Director of Studies will consider, and implement if applicable, intervention strategies: <ul style="list-style-type: none"> • Identify the problems that are impeding the course progress of Arrange with the student for additional work to be undertaken within timeframe using the study time table • The completion of all outstanding assessments according to an Assessing whether the course is still suitable for the student • Whether the reassessing of any tasks is appropriate

	<ul style="list-style-type: none"> • Arranging for the review of any agreed additional work • Reinforcing to the student that unsatisfactory course progress periods may lead to the student being reported to DIAC and cancellation of visa, depending on the outcome of any appeals process <p>If a student fails to attend the meeting, the student will be contacted and a further meeting will be arranged.</p>
5	Place a copy of any warning letter and all other relevant documents in the student file.
6	Students failing to attend the ISM will be contacted and another ISM will be arranged with the student.
7	<p>Early Intervention:</p> <p>At the end of each unit the Trainers will provide the CEO/DOS a report for each unit in respect to the theory component of the unit. If a student has been assessed as Not Yet Competent in the theory aspect of the unit, the student will be considered to be at potential risk of progress in the course. Student then will be contacted by International student Liaison Officer (ISLO) and will be asked to enter an Early Intervention Strategy. The ISLO will send out a letter to the student requiring them to attend an Intervention Strategy meeting with the CEO / Director of Studies.</p> <p>The CEO/ Director of Studies in consultation with the course managers will identify students who may require an early intervention strategy. This will include students who have been absent for 5 consecutive days, without prior approval, in a study period.</p>
8	<p>If a student fails to achieve competency in at least 50% of the units required to be undertaken in two consecutive study periods; then the Institute must notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The student must be informed they have 20 working days plus 3 days for postage to appeal to the Institute and the grounds available for any appeal. If the appeal is not upheld, or the student withdraws from the appeal process ,then the Institute must report the student to DIAC</p> <p>The student may appeal on the following grounds:</p> <ul style="list-style-type: none"> • ALACC has failed to record or calculate a student’s marks satisfactorily, • Compassionate or compelling circumstances, • ALACC has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.
9	Students, who are identified pursuant to Step7, will be contacted and a meeting will be arranged to consider the implementation of any of the strategies set out in Step 4.