

Monitoring Course Progress Policy and Procedures

Scope

This policy is applicable to Headmasters Academy Pty Ltd (hereafter referred to as HeadMasters) courses.

Purpose

HeadMasters is committed to providing all students maximum opportunity to develop and demonstrate the competence required to achieve their educational aspirations. The purpose of this Policy is to provide information on the:

- rules for meeting course progress requirements under the ESOS Act 2000 and National Code 2018.
- identification of students who are, or are 'at risk' of, failing to meet course progress requirements
- intervention strategies to ensure that students have access to appropriate support mechanisms
- processes relating to the exclusion of students who fail to meet satisfactory course progress requirements.

Policy Statements

- HeadMasters students are advised of their responsibilities to meet their visa requirements prior to enrolment, at Orientation and in the Student Handbooks.
- All students are encouraged to make use of HeadMasters support services to enhance the outcomes of their studies.
- HeadMasters systematically records all enrolled students' attendance and course progress in order to:
 - assist students to meet their study goals,
 - ensure the course is suitable for the student by monitoring their engagement early in all study periods
 - assist international students to satisfy relevant conditions in their student visas, such as maintaining satisfactory course progress, and completing their studies within the expected duration set out in their Confirmation of Enrolment (CoE).
- HeadMasters will maintain accurate and systematic records of attendance and course progress results.
- HeadMasters will initiate an intervention process for students identified as making unsatisfactory course attendance and/ or unsatisfactory course progress.
- The intervention process is undertaken to support students to better engage with their studies so as to improve their academic progress.
- An Intervention strategy will be implemented if a student
 - Fails to attend less than 85% of scheduled sessions
 - Fails to submit progressive assessments during a delivery period of 18 weeks depending on the course
 - Fails to attend scheduled classes on 5 consecutive days without valid reason - to be determined by the Campus Director
 - Fails more than 50% of completed units in a given study period of 18 weeks
- Students who have been placed on an intervention strategy will be considered to be on Academic Probation
- Students who do not fulfil the requirements of the Intervention Strategy may be provided with an Intention to Report warning, inviting them to provide reasons for them not to be reported via PRISMS for not meeting course requirements.

Reporting via PRISMS in accordance with Standard 8 of the National Code of Practice 2018.

- In implementing this Policy, the monitoring interval for the purpose of meeting visa requirements will be a study period. The length of a study period in a HeadMasters course is 18 weeks.
- Students who fail to complete more than 50% of the units studied in a study period will be issued with an Academic Probation letter outlining that the student is at risk of not completing the course within expected duration and for that reason is being placed on Academic Probation.
- HeadMasters may cancel a student's Confirmation of Enrolment (CoE) and report a student for not meeting course progress requirements to the Australian Government via PRISMS if:
 - the student fails to engage with the Intervention process or to follow HeadMasters' Intervention Strategy, **and** /or
 - continues to fail to maintain satisfactory course progress in a subsequent study period.
- HeadMasters will only cancel a student's CoE and report a student for unsatisfactory course progress in PRISMS if:
 - the student has been provided with an Intention to Report (ITR) warning and at least 20 working days have elapsed;
 - the internal and external complaints processes have been completed and the decision or recommendation supports HeadMasters; or
 - the student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
 - the student has chosen not to access the external complaints and appeals process, or
 - the student withdraws from the internal or external appeals processes by notifying HeadMasters in writing.

Procedural Statements

Monitoring Course progress requirements

- At the end of each study period, students who have failed to meet course requirements, by failing more than 50% of the units they were enrolled in will be identified for intervention.
- The intervention process will be initiated by:
 - Written notification to each student identified as 'at risk', inviting them to meet with the Program/ Academic Manager or relevant designated staff to develop a formal strategy and/ or referral to support services provided by HeadMasters. This Intervention Strategy aims to ensure the student's future academic success.
 - In the case of student under the age of 18, the Intervention Strategy letter is also sent to the student's parent and care provider.
- An Intervention Strategy may include:
 - Access to academic support
 - Discussion of the student's suitability in studying a particular course
 - Agreement on revised study plan
 - Referral to personal guidance counsellors (internal or external)
 - Ongoing monitoring of the student, e.g. compulsory meetings with staff member/s
 - A recommendation that a period of deferment or temporary suspension of studies be taken
 - Any other support mechanisms that HeadMasters and the student reasonably determine.
- The Intervention Strategy will outline information regarding implications of ongoing unsatisfactory

attendance and/ or course progress, and HeadMasters' complaints and appeals process - in case the student wishes to appeal the necessity for intervention.

- All discussions and activities with students relating to the intervention process must be recorded in the student management system and the individual student's records. This includes referrals to internal and external support services and any formal letters or copies of Intervention Strategies.

Ongoing unsatisfactory course progress

- Where a student fails to maintain satisfactory course progress after an Intervention Strategy is implemented or where a student fails to participate in the Intervention process, or where they do not successfully complete at least 50% of units studied in the subsequent study period then an Intention to Report Notification (ITR) will be sent to the student (and to their welfare provider in the case of a student under 18) notifying them that they are to be reported to the relevant Government Department via PRISMS.
 - o The student will be advised they have 20 working days to access HeadMasters' complaints and appeal process.
- Possible outcomes of appeals process include:
 - o Appeal upheld, because:
 - a) there was an administrative error made in calculation and the student has made satisfactory progress. In this case, no further action will be taken.
 - b) there are compassionate or compelling reasons for lack of progress. Intervention strategy to be implemented to support student.
 - o Appeal dismissed, in this case the student is reported for failing to meet course progress via PRISMS.
- All documentation relating to appeals must be filed in the student's records.

Monitoring Completion within expected duration

HeadMasters implements the following in order to ensure that students are in a position to complete the course within the expected duration as specified on the student's CoE:

- **VET courses:** students participate in the complete program which includes a minimum of 20 scheduled hours of course delivery per week. VET students also have their attendance monitored to ensure they are sufficiently engaged with their program to promote academic success.

Extending CoE Duration

When it is evident that a student will not complete their course in the expected duration specified in their CoE, HeadMasters may take steps to issue a new CoE where it is clear the student will not complete the course as a result of:

- Evidenced compassionate and compelling circumstances. These are generally beyond the control of the student and have an impact on the student's course progress or wellbeing. These could include but are not limited to:
 - o Serious illness or injury;
 - o Bereavement of close family members such as parents or grandparents (where possible death certificates should be provided);
 - o Major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
 - o Traumatic experience which could include; involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the student.
- Having HeadMasters' intervention strategy implemented.
- Taken an approved deferment or suspension of study.
- Having failed occasional units but not sufficient to be identified by HeadMasters' intervention process.
- HeadMasters being unable to offer a pre-requisite unit, or the student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol.

- Where HeadMasters decides to extend the duration of the student's study, HeadMasters will report via PRISMS within 14 days and/or issue a new COE if required.

Note: If HeadMasters extends the duration of the student's enrolment, affected students are encouraged to contact the Department of Home Affairs (DHA) to seek advice on any potential impact on their visa. More information about the Student visa (subclass 500) is available on the Department of Home Affairs website (<https://www.homeaffairs.gov.au/Trav/Visa-1/500->).

Refusal to Extend Duration

- When it is evident that a student will not complete their course in the expected duration and the above conditions are not met, HeadMasters may issue an Intention to Report Notice (ITR).
- If the student does not appeal the ITR in 20 working days from the date of the notice or where the student's appeal is unsuccessful, the student's COE will be cancelled.

Course Duration Administration

- Where a student is applying for an extension to the duration of the course, relevant documentation must be presented to the Campus Director for approval and placed on the student's e-file.

Miscellaneous: Online courses

- HeadMasters' does not provide distance education or online learning. If at any time HeadMasters' provides online education opportunities, this will be supplementary to the normal program study expectations and will not exceed 33.3% of the normal program.

Related Policy documents

- Student Support Policy
- Complaints and Appeals Policy and Procedures
- Management of U18 International Students Policy and Procedures
- Deferral, Suspension and Cancellation Policy and Procedures