



## AICL Course Progress Policy & Procedure

### Policy

- AICL monitors, records and assesses the course progress of each student for the course in which the student is currently enrolled.
- AICL assesses each student's progress at the end of each compulsory study period. Ten weeks is defined as one term at AICL.
- At AICL, unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 65% of the modules/subjects attempted in 10 weeks study period.
- The table given below defines course requirements for each study period that help to identify when a student has not passed or demonstrated competency in 65% or more of the course requirements.
- *Student must have attended 65 % of the class in order to pass the subject. Attendance taken is used to monitor student progress and behavioral requirements, but is not reported as breach.*
- AICL has higher progress threshold (65%) for intervention than that is required under the National Code 2007. It means student need to pass 65% of total modules/subjects they have enrolled for the particular 10 weeks term.
- The following table would be used to check whether or not student has satisfactory completed the 65% of the course requirement in each term.

If student is doing (Subjects) in the term	They need to pass (subjects) to meet the 65% of the course requirement
1	1
2	2
3	2
4	3
5	4
6	4
7	5
8	6
9	7
10	7
11	8
12	8
13	9
14	10

*Note: All commerce college students do 2-5 subjects in each term (10 weeks) depending up on nominal hours required for the subject whereas Certificate IV Hospitality do 14 subjects in one*

*term, Advanced Diploma of Hospitality management student do 7-8 Subjects in each term, and Diploma of Hairdressing students do 5 subjects in each term.*

*Please note pass mark for the subject is still the same, which is 51%.*

## **Intervention Strategy**

AICL has an intervention strategy for the student who is not making satisfactory course progress.

### **Procedures for contacting and counseling students**

AICL identifies and assists students who are at risk of not making satisfactory course progress. Head of Studies (HOS) at AICL contacts and counsels the identified students. HOS will then assist the identified student to achieve satisfactory course progress

- By reassessing on the failed subjects and
- By providing additional support such as putting those students on tutorial/ study group, providing assistance with personal issues which are influencing the progress, academic skills support, additional English support
- By placing the student in a suitable alternative subject with in the course or suggest the student with suitable alternative course.
- By placing in more appropriate class
- By increased monitoring of the student

Once student has assessed as not meeting satisfactory course progress, AICL then informs the students in writing of its intention to report the student. AICL gives students 20 working days for the complaints and appeal process

After all complaints and appeal processes are finalized and a student is deemed to have failed to meet satisfactory course progress, AICL will report the student to DEST via PRISM.

AICL prints the section 20 notice that PRISMS generates and give this to the student and copy would be kept in student file.

### **Strategies to assist identified students to achieve satisfactory course progress**

- AICL assists students by advising of opportunities for the students to be reassessed for tasks in units or subjects they had previously failed, or demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency; and
- At the end of each module/subjects AICL organizes the reassessment for those who did not meet the competency requirement in the particular subject. However \$100 reassessment fee may applies for reassessment. Reassessment is usually conducted with in two weeks of the end of each module/ subjects.

- AICL advises students that unsatisfactory course progress in two consecutive terms for a course could lead to the student being reported to DIAC and cancellation of his or her visa, depending on the outcome of any appeals process.

## **The process by which the intervention strategy is activated**

- At the end of each term, students are assessed against the course progress policy
- If a student is identified for the first time as not making satisfactory course progress, the intervention strategy will be implemented. The intervention strategy will be activated within the first four weeks of the following term.
- If AICL identifies that a student is at risk of making unsatisfactory course progress before the end of the term, AICL implements its intervention strategy as early as practicable.
- If a student is identified as not making satisfactory course progress in a second consecutive term, the AICL notifies the student of its intention to report the student to DIAC for unsatisfactory progress.
- The written notice (of intention to report the student for unsatisfactory progress) will be given to the student that he or she is able to access the AICL's complaints and appeals process and allows student 20 working days in which to do so. A student can appeal on the following grounds:
  - AICL's failure to record or calculate a student's marks accurately,
  - Compassionate or compelling circumstances, or
  - AICL has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.
- If the student's appeal is successful, the outcomes may vary according to the findings of the appeals process.
  - If the appeal shows that there was an error in calculation, and the student actually made satisfactory course progress (successfully completed more than 65% of the course requirements for that term), the AICL will not report the student, and there is no requirement for intervention.
  - If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support will be provided to the student through the AICL's intervention strategy, and the AICL will not report the student.
  - Compassionate or compelling circumstances are generally beyond the control of the student and they may impact the progress through the course. These could include serious injury or illness, bereavement of close family members such as parents and grandparents, natural disaster

in home country and traumatic experience such as crime committed against student, involvement or witnessing of an accident.

- If the student has chosen not to access the complaints and appeals processes within the 20 working day period, or the student withdraws from the process, or the process is completed and results in a decision supporting AICL (i.e. the student's appeal was unsuccessful), AICL notifies the Secretary of DEST through PRISMS as soon as practicable of the student not achieving satisfactory course progress.

## Procedures

The below is the procedure which demonstrates how the DEST- DIAC course progress policy will be implemented at AICL.

### WHO is responsible for each of the steps?

- AICL, Head of Studies is responsible for defining the workload for the study period, checking progress, deciding that the student is at risk, implementing the intervention strategy, informing the student of the AICL's intention to report, hearing an appeal, and reporting the student through PRISMS.
- Head of studies is responsible for maintaining records and this is managed centrally.

### WHEN will each step take place?

- Intervention strategy may be implemented four weeks earlier than the end of the term (i.e. in week 7 of the term), if trainers and HOS find student will not meet the course requirement.
- Students are allowed 20 working days to initiate a complaint or appeal.

### HOW will each step take place?

- AICL does not have student management system that automatically alert staff to students at risk of making unsatisfactory progress at the moment. However AICL new student management system will include this feature. So, for the time being HOS will need to be check the progress of each student manually.
- Students are informed of the AICL's concern for the student's progress or intention to report the student by writing. Pro forma letters will be prepared which can be modified manually.
- For the long run AICL has plan to include this in the student management system that will do it automatically.
- The records of interventions, appeals processes and reporting are kept in respective student file and also the unsatisfactory course progress folder in HOS office.