

COURSE PROGRESS POLICY AND PROCEDURE

1.1. Overview

- 1.1.1. The purpose of this policy is to ensure New England College of Technology students are managed responsibly and in accordance with the requirements of the ESOS Act 2010 and specifically Standard 10 in the National Code 2007.
- 1.1.2. The Department of Immigration and Border Protection (DIBP) states that if an international student holds a student visa they should be attending class, studying and passing their units within the period stated on their Confirmation of Enrolment (CoE).

1.2. Definitions

Academic performance: relates to assessment of competency as the student progresses through the qualification. For the purposes of this policy/procedure unsatisfactory academic performance requiring the College to report the student to DIBP is where a student has failed yet to achieve competence in a majority of units of competence undertaken in one term. **Course progress:** The measure of advancement within a course towards its completion.

Unit: A discrete component of study within a course.

Non Compliance: The failure or refusal to abide by the conditions of a Student Visa.

Intent to Report: Communication advising student of the appeals process and what action needs to be taken.

At Risk: Any student who fails a unit in their course may be at risk of not completing their course within its expected duration. At risk students will be subject to an intervention strategy outlined in this policy.

1.3. Policy Principles

- 1.3.1. Monitoring student progress allows for identification of those students who might be at risk of not completing their course within the duration of study of their CoE and allows for intervention strategies to be implemented.
- 1.3.2. Any student who fails a unit in their course may be at risk of not completing their course within its expected duration. At risk students will be subject to an intervention strategy outlined in this policy.

1.4. Policy Content

- 1.4.1. New England College of Technology monitors, records and assesses the progress of each student in each unit of the course in which the student is enrolled

1.5. Course Progress Monitoring

- 1.5.1. During the semester/term the academic progress of each student is monitored and assessed by trainers and/or unit coordinator of each class.
- 1.5.2. Where a trainer becomes aware that a student might be at risk of failing a unit, s/he is required to inform the New England College of Technology Administration Manager in writing for action.
- 1.5.3. On receipt of a report from a trainer that a student might be at risk of failing a unit, the Administration Manager will meet with the trainer to establish what measures can be put in place to help the student improve his/her performance. The student will be offered assistances to help them improve his/her academic performance.
- 1.5.4. NECT will assess and record student results on completion of each unit of competency.
- 1.5.5. NECT must advise DIBP of student breaches even if the student has ceased study.

1.6. Course Progress Assessment

- 1.6.1. Academic Progress is assessed on the basis of a student's performance in a term of study, but also takes into account his/her overall performance to date in the course in which s/he is currently enrolled. Progress warnings are applied to a student's course attempt and are also applied to further courses should the student transfer. Where a student is non-compliant a request for course change may be considered as a supporting factor, during a student's appeal process.
- 1.6.2. At the end of each term, following submission of all unit results but prior to their publication, the academic progress of all current students is reviewed by the Progress and Attendance Committee.
- 1.6.3. The Progress and Attendance Committee will identify any students who do not meet the criteria for satisfactory progress and will recommend the necessary intervention strategy.
- 1.6.4. Students who have been identified as not meeting the progress criteria will be contacted when results are released, or within 10 working days, in regard to intervention/non-compliance.
- 1.6.5. The student's academic performance shall be recorded using the 'Student Academic Performance Record Sheet'. This spreadsheet will calculate the academic progress for the term, based on the total number of units that are required to be assessed and the outcome of these assessments.
- 1.6.6. NECT will assess and record student results on completion of each unit of competency.



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1.6.7. NECT must advise DIBP of student breaches even if the student has ceased study.

The study period for each course is defined as below (all periods include holidays):

CODE	COURSE NAME	TOTAL COURSE DURATION*	DURATION / TERM
AUR30612	<i>Certificate III in Light Vehicle Mechanical Technology</i>	<i>52 weeks (4 weeks holiday & 10 weeks vocational placement)</i>	26 WEEKS
AUR40212	<i>Certificate IV in Automotive Mechanical Diagnosis</i>	<i>26 weeks (2 weeks holiday & 5 weeks vocational placement)</i>	13 WEEKS
AUR50212	<i>Diploma of Automotive Technology</i>	<i>33 weeks (2 weeks holiday & 5 weeks vocational placement)</i>	16 WEEKS
BSB40407	<i>Certificate IV in Small Business Management</i>	<i>26 weeks (3 weeks holiday)</i>	13 WEEKS
BSB51107	<i>Diploma of Management</i>	<i>26 weeks (3 weeks holiday)</i>	13 WEEKS
BSB60407	<i>Advance Diploma of Management</i>	<i>26 weeks (4 weeks holiday)</i>	13 WEEKS
BSB51207	<i>Diploma of Marketing</i>	<i>30 weeks (6 weeks holiday)</i>	15 WEEKS
BSB50207	<i>Diploma of Business</i>	<i>30 weeks (6 weeks holiday)</i>	15 WEEKS
BSB60507	<i>Advanced Diploma of Marketing</i>	<i>30 weeks (6 weeks holiday)</i>	15 WEEKS
BSB60207	<i>Advanced Diploma of Business</i>	<i>30 weeks (6 weeks holiday)</i>	15 WEEKS
GE	<i>General English Elementary, Pre- Intermediate, Intermediate, Upper-Intermediate, Advanced)</i>	<i>12 - 60 weeks</i>	12 WEEKS
EAP	<i>English for Academic Purposes (Upper Intermediate & Advanced)</i>	<i>12- 24 weeks</i>	12 WEEKS
IELTS	<i>IELTS Preparation</i>	<i>4 weeks</i>	4 WEEKS

* IMPORTANT: The duration of the term may change according to the academic calendar of the College. (Consider also “The terms are contextualised according to the course timetable”)

All students shall be deemed ‘Competent (C)’ or ‘Not yet Competent (NYC)’ for each unit within the qualification they are enrolled and complete. The assessment shall be conducted by qualified trainers / assessors using New England College of Technology assessment tools/methods and recording processes as required.

It is the responsibility of the Progress & Attendance Committee to ensure that the

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'Student Academic Record Sheet' is also updated after each assessment is completed and recorded.

i.e. [Certificate III in Automotive Mechanical Technology] if there were 18 units in total assessed in any one term (26 weeks) and a student has been assessed as 'C' in 8 units and 'NYC' in 10 units for the term, the student's academic progress would look like:

TERM 1				
Student Name	Student No.	Number of Units Assessed 'Competent'	Number of Units Assessed 'Not Yet Competent'	Academic Performance Percentage (%)
AJ Student	NECT00011A	8	10	44.44

i.e. [BSB51107 - Diploma in Management] if there were 4 units in total assessed in any one term (13 weeks) and a student has been assessed as 'C' in 1 units and 'NYC' in 3 units for the term, the student's academic progress would look like:

Term 1				
Student Name	Student No.	Number of Units Assessed 'Competent'	Number of Units Assessed 'Not Yet Competent'	Academic Performance Percentage (%)
AJ Student	NECT00011B	1	3	25

These records are checked regularly by the Principal Executive Officer for currency and accuracy.

The Progress & Attendance Committee will monitor student academic performance via the 'Student Academic Performance Record Sheet' and report any issues, as outlined below, to the Principal Executive Officer. This monitoring will start from the fourth week of given

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term and will be supported by the PEO who will also monitor the student's academic progress regularly and will be involved in the student support and reporting process as outlined below.

1.7. Progress Rules and Post-Assessment Intervention Strategies

1.7.1. Any student falls below 60% of the academic progress for the first term:
Student shall be sent a Notification Letter indicating that they have fallen below 60% academic performance for the term, and failure to achieve competency in further units undertaken in the current term may result in failing to achieve satisfactory academic progress for the term. Failing to achieve this academic progression in two consecutive terms in the course will be deemed in breach of visa requirements and will be reported to Secretary of DEEWR via PRISMS. The students are given the opportunity to be supported in their progress.

1.7.2. When a student's academic progress falls below 50% for the first term.
When a student's academic progress falls below 50% for the first term the Progress & Attendance Committee shall notify the PEO and a 1st Warning Letter shall be sent to current Australian residence indicating the student has to contact the College and organize an appointment with the PEO via Student Support Officer to discuss their poor academic progress and strategies to ensure that they stay above the 50% academic progress requirement for the following term.

If the student does not respond within 7 working days, the Student Support Officer will attempt to contact the student via telephone and/or email.

New England College of Technology will implement its intervention strategy after the First Warning Letter is issued and will monitor student's academic course progress during the second term.

1.8. Any student who is below 75% academic progress in their current term after falling below 50% in their previous term
Student shall be sent a '2 Warning Letter' notifying them that they are at risk of breaching their requirement to maintain academic progression for each term they are enrolled. They are informed that 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



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academic progression in two consecutive terms, they will be reported to Secretary of DEEWR via PRISMS.

They are also informed that they are required to organise an appointment with the PEO to discuss their poor academic progress and strategies to ensure they stay above the 50% academic requirement for the term.

If the student does not respond within 7 working days the matter is forwarded to the Student Support Officer who will then attempt to contact the student via telephone and/or email.

1.8.1. When a student's academic progress falls below 50% for 2 consecutive terms The student shall be sent an "Intent to report" letter indicating they are going to be reported to DIBP 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.

If the student does not access any appeal or complaint process within 20 working days, the report shall be submitted to Secretary of DEEWR via PRISMS.

1.8.2. Intervention Strategies for students at risk for not achieving Satisfactory Academic Progress

A student is deemed to be at risk when the student fails to achieve competency in at least 60% of the units being studied in a particular term.

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. At 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, but not limited to:

- Extra tuition and support to be organized
- Timetable adjustments
- Personal strategies to improve the student's ability to complete the course requirements
- Opportunity to re-sit a unit
- Extension in duration of course

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- Providing individual student support
- Providing assistance with personal issues which are influencing progress

The PEO 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's situation.

The steps involved in implementing the intervention strategy include:

- Interview with the student
- Development of an appropriate strategy
- Implementation of the strategy
- Monitoring and recording of the student's subsequent progress
- Warning letter if student is not progressing satisfactorily
- Further interview where necessary

NECT may extend the course duration of a student's study for the following reasons:

- a. Implementation of NECT's intervention strategy for student's of not making satisfactory course progress
- b. If the student is not going to complete his/her course on time.
- c. Compassion of compelling circumstances, which include, but not limited to:
 - i. Serious illness or injury, where a medical certificates states that the student was unable to attend classes;
 - ii. Bereavement of close family members such as parents or grandparents;
 - iii. Major political upheaval or natural disaster in the home country requiring emergency travel which has impacted on the student's studies;
 - iv. Traumatic experience which could include:
 1. Involvement in, or witnessing of a serious accident;
 2. Witnessing or being the victim of a serious crime.
 - v. NECT was unable to provide or offer pre-requisite unit; or
 - vi. Inability to begin studying on the course commencement date due to delay in receiving a student visa

1.8.3. Reporting 'Breach of Student Academic Progress'



All students who fall below 50% academic progress requirement for two consecutive terms and have no supporting reasons shall be reported to Secretary of DEEWR via PRISMS for a breach of their visa condition.

Students have 20 working days from the date the Intent to cancel 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 via PRISMS is the responsibility of the PRISMS Administrator.

If following receipt of the Intent to Report letter the student chooses not to initiate an appeal within 20 working days of issue of the warning, or if the appeal is unsuccessful; the Confirmation of Enrolment (CoE) will be cancelled and the Secretary of DEEWR will be notified via PRISMS for not achieving satisfactory course progress as a breach of VISA condition 8202. DIBP will consider all the information available and if they decide to consider cancellation, DIBP will send a Notice of Intention to Consider Cancellation (NOICC) prior to a decision being made to cancel the student's visa. Students will be given an opportunity to respond to the NOICC and explain their situation. The student does not need to attend a DIBP office.

At the conclusion of each term students who have poor academic outcomes will be subject to intervention measures. The table below outlines each intervention strategy, the conditions by which each strategy is triggered and the point at which students are deemed to have made unsatisfactory course progress.

Students who have received an 'Intent to Report' notice should consult with the Administration Manager prior to enrolling for the following semester.