

ACADEMIC PROGRESS POLICY AND PROCEDURE

1. Policy Purpose

- 1.1. The purpose of this policy is to monitor and assess the course progress of all students to ensure that students' achievement and retention is consistent with DNA Kingston Training objectives and to provide guidelines regarding cases of unsatisfactory academic progress. The successful implementation of this policy is intended to maximise retention rates in courses and units of study by providing a comprehensive interventions strategy and support systems throughout the duration of a student's enrolment.

2. Policy Scope

- 2.1. This policy applies to all enrolled students. The policy supports the Lecturer / Assessor and the Academic Committee for their decision making process regarding academic progression.
- 2.2. Examination Committee: made up of International Manager, Senior Lecturer and Director.

3. Policy Content

- 3.1. DNA Kingston Training values the diverse background of its students and provides a range of support services to assist students achieve their full academic potential. DNA Kingston Training has an obligation to monitor academic standards by maintaining and insisting upon appropriate levels of academic achievement from its students throughout their enrolment.
- 3.2. DNA Kingston Training students demonstrate varying levels of motivation for study and academic achievement. A percentage of students will require personal and academic support to achieve their learning objectives. DNA Kingston Training monitors and assesses the levels of academic achievement and provides academic skilling and personal support services when the need arises.
- 3.3. DNA Kingston Training is committed to informing students about the variety of support services available to them prior and post enrolment. The range of support services is detailed in the prospectus, student handbook during student orientation, and on the website. This policy is also made available to staff and students at the colleges.
- 3.4. DNA Kingston Training must comply with the ESOS Act and its regulations. The regulations require educational providers to monitor overseas student academic progress. DNA Kingston Training has a legal obligation to report overseas students who fail to comply with academic progress guidelines as per The National Code 2018.
- 3.5. Each of our colleges will inform students of the course requirements at the start of each study period. The specific duration of a study period is documented in the Training and Assessment Strategy for vocational courses. A study period must not exceed 20 weeks.

4. Procedure for Implementation

- 4.1. In order to ensure student course progress requirements, the colleges will monitor student attendance and academic performance in each study period. The colleges have procedures to help students in meeting their course progress requirements. Student's course progress will be assessed and reviewed continuously and formally halfway through and at the end of each study period, a term.

5. Monitoring and Intervention Strategy for Students Academically at Risk

- 5.1. Halfway through and at the end of every study period a formal review process of all students progress is conducted to identify which students are academically at risk and which students are achieving satisfactory course progress. The senior lecturer will assess and review the assessment report generated by Axcelerate. At any point in a study period lecturers may identify to the senior lecturer or delegated nominee they are concerned is academically at risk and the senior lecturer or delegated nominee will discuss the lecturers concerns with them and review the students record in Axcelerate to determine if the student is academically at risk.
- 5.2. The senior lecturer or delegated nominee meets with the student to discuss their academic progress and discuss possible options. Students determined to be academically at risk at the end of a study period will meet with the senior lecturer or delegated nominee no later than during the second week of the next study period and the intervention strategy must be implemented within the first 4 weeks of the study period. This may include:

- Advising students on the suitability of the course in which they are enrolled and possible alternatives
- Advising students of opportunities to reassessment 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
- Discussing and Identifying possible intervention strategies which may include:

Referring students for Language, Practical and Academic Support, which may include:

- Undertaking additional English language training or assistance in house or external
- Providing academic skills training
- Offering further work experience
- Offering one on one tutorials
- Offering additional practical support sessions
- Undertaking an enabling course
- Referring students to Student Support Services – Cultural issues
- Restructuring or Restricting the students individual study program; (may include referral to the *Deferral, Suspension & Cancellation Policy and Procedure*)
- Issue learning contract to student regarding a new individual training plan
- Other recommendations as required.

6. Assessment of Study Course Progression

- 6.1. The academic achievement of all students is assessed by the Senior Lecturer and Lecturing team at the end of each study period in order to make recommendations to internal Management regarding student academic progression.
- 6.2. The recommendations may be:
 - Full Academic Progression- students deemed to have made satisfactory academic progress will be recommended for full progression to the next study period.
 - Conditional Academic Progression may include:
 - Reassessment or resubmission
 - Supplementary assessment or evidence
 - Unsatisfactory Academic Progression may include:
 - Repeating the not yet competent unit of study

7. Additional Information for Overseas Students

- 7.1. The Senior Lecturer or (delegated nominee) will advise overseas students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to Department of Home Affairs and the student's visa cancelled, depending on the outcome of any appeal process.
- 7.2. The Program Director (or delegated nominee) may decide that the duration of the student's study needs to be extended. In which case, DNA Kingston Training would be notified of the decision.
- 7.3. As a result of the discussion, the Senior Lecturer (or delegated nominee) enters notes of the discussion and decision in the student's Axcelerate record. The Senior Lecturer (or delegated nominee) may seek advice from the College Manager or Director during this process.
- 7.4. The Senior Lecturer (or delegated nominee) issues a letter to the student outlining the decision and may require the student to see the College Manager or Director.
- 7.5. The Student will be monitored by their Senior Lecturer (or delegated nominee) for the remainder of the study period.
- 7.6. Any overseas student recommended for Conditional Academic Progression or Unsatisfactory Academic Progression will also be reviewed for completion within the expected duration as stated on the student's CoE. (The National Code 2018, RTO Standards 2015) A Intervention strategy may be implemented, with Student being provided with a new individual training plan to complement the extended duration.
- 7.7. DNA Kingston Training may only extend the duration of a student's study where it is clear that the student will not complete the course within the expected duration, as specified on the student's CoE, as the result of:
 - Compassionate or compelling circumstances
- 7.8. Compassionate or compelling circumstances are generally beyond the control of the student and have an impact on the student's capacity and/or ability to progress through a course. These include:

- Serious illness or injury, where medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- Major political upheaval or natural disaster in the home country requiring their emergency travel and this has impacted on their studies.
- A traumatic experience which could include but it is not limited to:
 - Involvement in or witnessing of an accident or
 - A crime committed against the student or
 - The student has been a witness to a crime

7.9. Documented evidence is required for the student cases and should be supported by police, medical doctor or psychologists' reports.

- Other compassionate or compelling circumstances approved by the DNA Kingston Training Director.
- Students must undertake the mandatory directions of the International Management in regards to their conditional academic progression. Students given Conditional Academic Progression must meet with their Senior Lecturer (delegated nominee) before the end of the first two weeks of their next study period as per the Intervention Strategy for students academically at risk above. Students will be notified of these directions in writing by the International Manager and Senior Lecturer (or delegated nominee) .

8. Unsatisfactory Academic Progression

8.1. Termination of enrolment will occur if a student:

- Is deemed to have made unsatisfactory progress in the same unit twice; or
- Fails to provide evidence which satisfies the International Manager/Senior Lecturer (or delegated nominee) that they have conformed to the agreed mandatory directions of the Compliance Manager.

8.2. If a student does not make satisfactory Course Progress during two consecutive compulsory study periods of a course, the Compliance Manager (or delegate nominee) will inform the student in writing that the student has 20 working days to lodge a complaint or appeal as per the Complaints Policy and Procedure. Appeals may be made on the following grounds.

- College's failure to record or calculate a student's achievement accurately;
- Compassionate or compelling circumstances (as listed above); or
- The college has not implemented its inventory strategy and other policies according to its documented policies and procedures that have been made available to the student.

8.3. A student whose enrolment is terminated under this policy may only re-enrol at the College under the Directors discretion in any related course at any of the DNA Kingston Training colleges.

8.4. International students will be notified of the college's intention to report the student to Department of Home Affairs for Unsatisfactory Course Progress.

9. Outcome of Appeals

9.1. If the student appeal is successful, one of the following will occur:

- If the appeal shows that there was an error in calculation, and the student actually made Satisfactory Course Progress, the student may continue with their studies and there is no requirement for intervention. Overseas student will not be reported to Department of Home Affairs.
- 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 must be provided to the student through the Monitoring and Intervention Strategies for Students Academically at Risk (section 5 above). Overseas students will not be reported to Department of Home Affairs.

9.2. Where:

- The student has chosen not to access the complaints and appeals process within the 20 working day period;
- The student withdraws from the process; or
- The process is completed and the students appeal was unsuccessful.

Kingston Training and Employment student services will notify the Department of Home Affairs through PRISMS as soon as practicable, of the student not achieving satisfactory course progress ideally within 5 working days of i, ii, or iii above.

9.3. If an overseas student is not satisfied with the provision of complaints and appeals process by the college, the student may lodge a complaint with Department of Home Affairs.

10. Record keeping and confidentiality

10.1. Records of all academic progression handled under this procedure shall be maintained for a period of at least five years for auditing purposes by the State or Territory Registering Body.

11. Administration

11.1. This policy and related documentation is accessible by students on the DNA Kingston Training website.

11.2. Staff will be advised of this policy and related procedures via email and staff information sessions.

Kingston Training and Employment Pty Ltd



Provider No: 6811 CRICOS Provider No: 02899B

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| Policy Title | Academic Progress Policy and Procedure |
| Policy Renewal | Every 2 years |
| Responsibility | College Manager |

Record of updates and changes

| Version No. | Issue Date | Nature of Amendment |
|-------------|------------|------------------------------------------------------------|
| Version 03 | July 2013 | Policy revised |
| Version 04 | July 2015 | Changes to format & Updated government departments |
| Version 05 | March 2018 | Updated staffing and National Code Version |
| Version 06 | March 2019 | Reviewed to new National Code requirements |
| Version 07 | July 2020 | General review |
| Version 08 | June 2022 | Reviewed against new student management system, Axcelerate |