

COURSE PROGRESS AND COMPLETION POLICY

PURPOSE

To provide a documented process for monitoring international students course progress and completion, in accordance with **Standard 8 of the National Code 2018**.

SCOPE

This policy applies to all international students who are commencing, have commenced or are continuing study with DNA Kingston Training.

PROCEDURE

Flow chart of Course Progress Monitoring – also available on web site for Students to access.

1. COURSE COMPLETION WITHIN THE EXPECTED DURATION OF STUDY

- 1.1. DNA Kingston Training is required to manage student's course progress and workload to ensure they complete within the duration specified in the Confirmation of Enrolment (CoE) and in accordance with the CRICOS registered course curriculum.

2. MONITORING AND TRACKING COURSE COMPLETION

- 2.1. DNA Kingston Training maintains and tracks course progress through the enrolment process within the Training Management System, aXcelerate
 - Each course is setup within aXcelerate, with the required units, timeframes, delivery methods and sessions for delivery.
 - Students are then enrolled into the course and a Timetable with Assessment due date is provided to the student.
 - The Timetable will be provided to the student during orientation session or first day of commencement of class.
 - The course progress is monitored to ensure that student is meeting the requirements and is on schedule.
 - This allows DNA Kingston Training to identify any problems immediately and help minimise any adverse effects to the student
 - This also assists DNA Kingston Training to implement the necessary Intervention Strategies

3. EXTENSION TO COURSE DURATION

- 3.1. DNA Kingston Training will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the students CoE, as the result of:
- Compassionate or compelling circumstances,
 - After implementing an Intervention Strategy for students who are at risk of not meeting satisfactory course progress, or
 - An approved deferment or suspension of study has been granted in accordance with the Deferral, Suspension or Cancellation Policy.
- 3.2. All Intervention Strategies or Extensions will be assessed individually, taking into account the circumstances of the student.
- 3.3. Except in the circumstances listed above, the expected duration of study specified in the students CoE must not exceed the CRICOS registered course duration.

4. MONITORING COURSE PROGRESS

- 4.1. DNA Kingston Training tracks student's course progress via the enrolment within aXcelerate.
- 4.2. DNA Kingston Training will monitor the student's academic performance and alert the student where necessary should they be falling below the requirement.


5. INTERVENTION STRATEGIES

- 5.1. DNA Kingston Training is required to implement Intervention Strategies for students not meeting the course requirements.
- 5.2. DNA Kingston Training will review the academic progress of each student via the Timetable with assessment due date within aXcelerate. This will allow DNA Kingston Training to identify 'AT RISK' students and whether:
- The student has failed more than **25%** and **37%** of the total course units, and
 - The student has been identified as unable to complete the course in the required duration (has failed more than 50%).
- 5.3. All students identified as 'AT RISK' will be sent warning letters (25% - First Warning, 37% - Second Warning) and a formal interview will be arranged. Notice of Intention to Report will be sent when 50% of units are Not Yet Competent (NYC) or assessments not submitted.
- An Intervention plan will then be formulated;
 - If the student does not agree with the Intervention plan or process, they shall have 20 days to access the Complaints and Appeals process.
- 5.4. In the event DNA Kingston Training varies a student's workload or expected duration of study on completion of the Intervention process, DNA Kingston Training will:
- Record this in the aXcelerate as well as on the student's file;
 - Issue a new CoE;
 - Report this variation via PRISMS.

- 5.5. DNA Kingston Training will also inform the student to contact Department of Home Affairs (DOHA) to discuss any issues with their VISA requirements.
- 5.6. Strategies for Intervention may include, but are not limited to:
- Extra Tuition;
 - Modifications in workload;
 - Extension in course duration;
 - Personal counselling;
 - Additional resources;
 - One on one tuition; and
 - Work experience.

6. REPORTING

- 6.1. DNA Kingston Training must report any student who has an academic progress of less than **50%** of the total units in a course to Department of Home Affairs (DOHA) via PRISMS.
- 6.2. Students shall have **20 working days** to access the Complaints and Appeals process. Should the student choose not to access the Complaints and Appeals process, then DNA Kingston Training will report to Department of Home Affairs (DOHA) at the first available opportunity.

<p>Kingston Training and Employment Pty Ltd</p>  <p>Provider No: 6811 CRICOS Provider No: 02899B</p>	
Policy Title	Course Progress and Completion Policy and Procedure
Policy Renewal	Every 2 years
Responsibility	College Manager

Record of updates and changes

Version No.	Issue Date	Nature of Amendment
Version 01	July 2018	New policy to standards
Version 02	Feb 2019	Updated policy
Version 03	July 2022	General review of monitoring processes and policy