
COURSE PROGRESS AND COMPLETION IN EXPECTED DURATION

Policy and Procedures Manual

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Issue History

DATE	REVISION DETAILS
25/10/14	Separate policy created
12/11/14	Final reporting confirmed

1. Introduction

Strathfield College states that there is a direct relationship between the successful completion of assessment events, competency achievement with attendance and active class participation. Therefore the College monitors progress. Students are required to undertake all in-class tasks in a group situation. This policy and these procedures are to ensure students complete their studies and achieve the qualification within the duration of their CoE.

Strathfield College will monitor academic performance of each student and will intervene where that performance is not satisfactory. Monitoring occurs every study period; however both the unsatisfactory progression percentage and the intervention strategy can cross over into subsequent study periods.

2. Definitions

Compassionate or Compelling – Compassionate or Compelling circumstances are generally those beyond the control of the student and which have an impact upon the student's course progress or wellbeing. These can include but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend class;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel when this has impacted on the student's studies;
- a traumatic experience which could include involvement in, or witnessing a serious accident; or witnessing or being the victim of a serious crime; or
- where a registered provider is unable to offer a pre-requisite unit; or
- the student has failed occasional units throughout a course without warranting activation of an intervention strategy.

Fast-track: a study load which is more than a normal enrolment load, ie. More than 20 hours per week.

3. Policy

This Policy establishes principles and processes to ensure compliance for international students studying at Strathfield College (SC) with the requirements of the Education Services for Overseas Students Act 2000 and Standards 9 and 10 of the National Code. It seeks to ensure that international students complete their studies within the expected duration specified in their eCoE, and that intervention strategies are implemented for students identified as being at risk of not making satisfactory course progress.

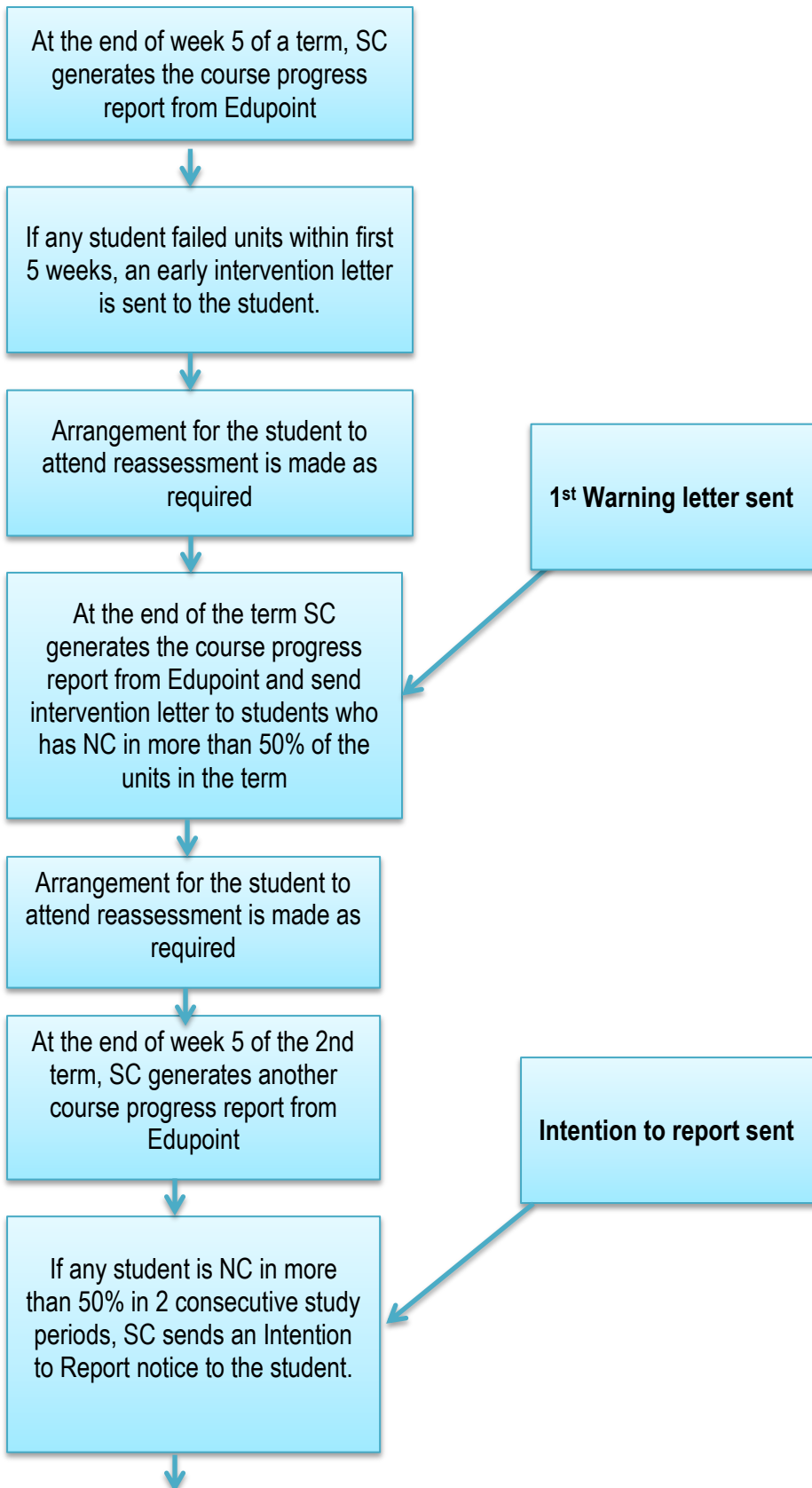
The College has attendance and progress rules which are communicated in the Letter of Offer and in the Conditions of Enrolment attached to the Application form and the Letter of Offer. This policy will also be continuously available to students via the policies on the company website, the student Pre-Enrolment handbook on the website, the Welcome handbook and Orientation, and through continuous orientation and class induction procedures.

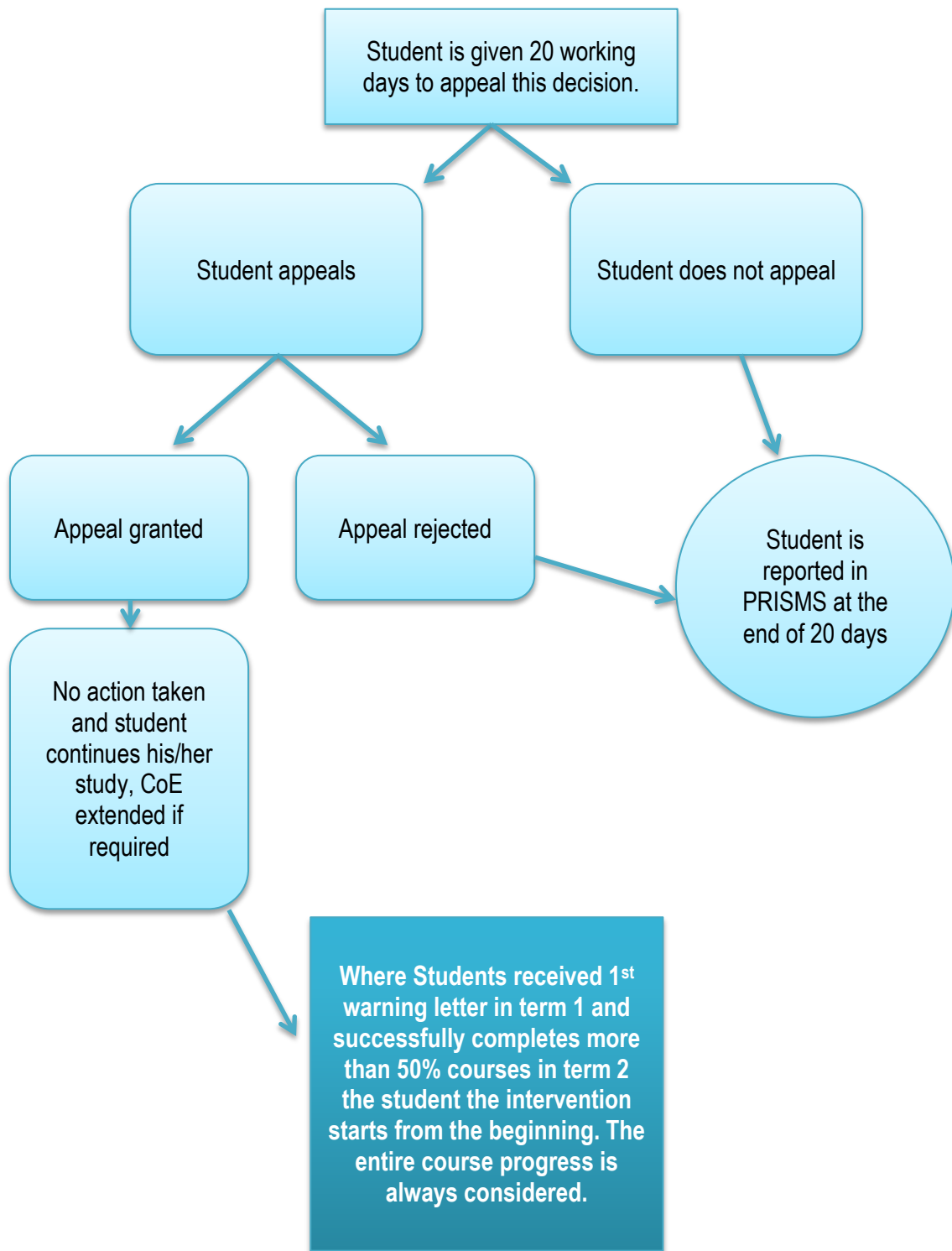
4. Procedures for monitoring academic progress

The College will monitor student progress and provide training intervention and support to enable the students to complete qualifications within the life of the CoE. Trainers monitor academic progress on a weekly basis, on a task and unit basis and at the end of each term.

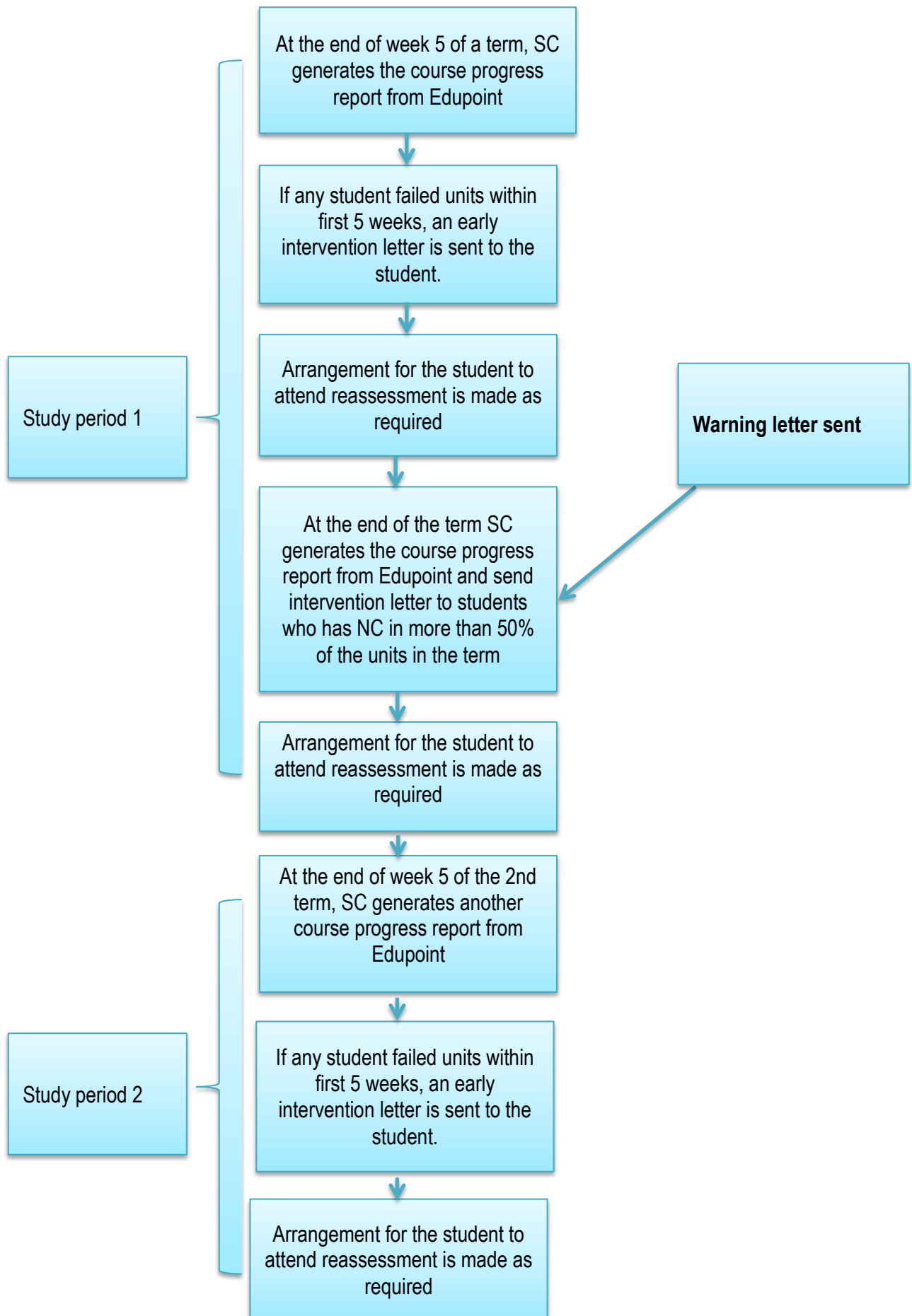
SC will implement an intervention strategy where a student has failed (or deemed not competent in) 50% or more of the units attempted in any study period.

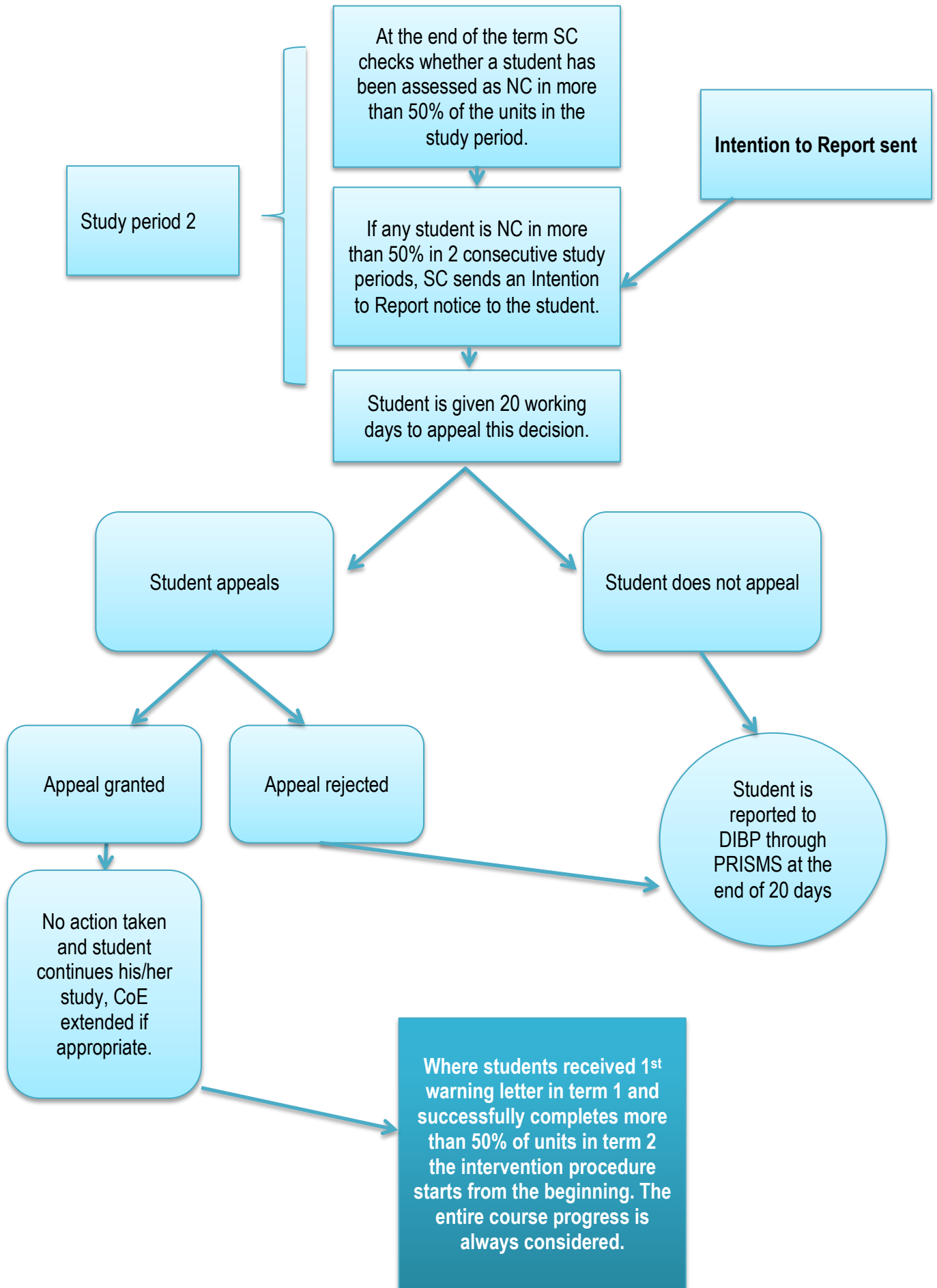
Unsatisfactory progress intervention procedure for 6 - 9 months courses





Unsatisfactory progress intervention procedure for 12 months courses





5. Procedures - Course completion in expected duration

International students must enrol in sufficient units in each study period to ensure that the total number of units required to complete the course will be completed within the expected duration.

International students can only vary their enrolment in a full time load in a study period when:

- they are on an intervention strategy; or
- they undertake additional units in current study periods to ensure course completion within the expected duration – known as “fast-track”, conditions for this apply, see below.

SC will monitor students' study load through the student management system (run: study hours report) and ensure student have a full time load or have an intervention strategy in place.

Fast-track conditions:

- Fast Track Request form to be completed
- SC students must have a genuine need to shorten their course (such as bringing forward the entry to a further / higher education program and can show evidence)
- SC students must demonstrate that they are genuine through good attendance (more than 70% in any one term) and good course progress (more than 90% competent)
- Students taking on Fast-track must agree to pay according to their payment schedule on time
- Students must follow the study plan arranged with the DoS and their trainer.
- Students must have their CoE shortened to comply with the new end date of the study plan. SC will notify DIBP through PRISMS within 14 days of the study plan being accepted by the student.

6. Extensions of Course Duration

Extensions to a student's course duration through the issuing of a new COE are only permitted in the following limited circumstances:

- as the result of Compassionate or Compelling circumstances; or
- a student complying with SC's intervention strategy for students identified as at risk of not making satisfactory course progress in accordance with the intervention procedures for unsatisfactory progress, where the student shows genuine progress but where insufficient time occurs to complete the program.

A COE Extension Request must be received by the DoS 3 weeks prior to the end date of the current COE. The DoS will respond in writing to the request within 5 working days. Where SC approves the request, the DoS will notify the Registrar to create a new CoE in PRISMS and create copy for the student and student file.

The Registrar is responsible for reporting and filing.

7. Re-assessment

Students deemed not competent as part of the academic progress monitoring procedures will be required to apply for re-assessment of work previously (or not) submitted. A fee applies and a study plan is created.

8. Appeals Procedure (after Notice of Intention to Report has been issued)

- If a student is not competent in more than 50% of units over 2 consecutive study periods, an Intention to Report notice is issued to the student
- The student is given 20 working days to appeal the decision
- The student may appeal this decision within 5 working days through the Overseas Student Ombudsman, www.oso.gov.au or phone 1300 362 072. If you choose to do this you must notify us of this process otherwise we may report you to DIBP before the external appeal process is finalised.
- The student must complete an Appeals form along with supporting documents to be assessed by the Director of Studies
- If the student's appeal is successful, they will be permitted to continue study and/or granted a CoE extension
- Should the student's appeal be rejected or should the student not apply to appeal, they will be reported in PRISMS at the end of the 20 day period