



## Monitoring International Student Academic Progress

### 1. Policy

This policy/procedure supports 'Standard 10 – Monitoring Course Progress' of the 'National Code of Practice for Registration Authorities & Providers of Education & Training to Overseas Students 2007'

The following procedures will ensure that all students' academic performance is monitored and students are given every opportunity to achieve the required academic progress for each course they are enrolled in. This required academic progress is identified by the number of units assessed as 'Competent' within one study period – that is, a student must be deemed 'Competent' in at least 50% of the total number of units assessed throughout a study period.

A student who does not achieve this 50% competency rate for two consecutive study periods shall be considered in breach of this academic progress requirement. The following procedures outline a process to ensure that students are made aware and given opportunities to rectify the situation at the following stages of academic non-progression:

- 1<sup>st</sup> Warning when falling below the required academic performance for single study period
- 2<sup>nd</sup> Warning when close to not achieving the required academic performance for a consecutive study period

Where students have been identified as at risk of non-compliance of this requirement, all possible efforts shall be made to ensure that the student is given the opportunity to rectify their position, but where this is not possible their non-compliance of this requirement must be reported to the appropriate government agencies.

The following procedure ensures academic progress records are accurately kept and monitored for all students enrolled within each course. It allows for early detection of poor academic results and enables Yorke Institute and the students an opportunity to rectify the situation before reporting the breach of the academic performance requirement to the appropriate government agencies. Further it allows the RTO Coordinator to implement an intervention strategy for the student

All staff are made aware of the requirements of this policy through induction, regular meetings and updates and continuous improvement practices. Students are made aware of the academic progress requirements through the enrolment process and throughout each study period of the program.

### 2. Procedure

#### 2.1 Recording Student Academic performance

The student's academic performance shall be recorded using the student assessment record sheet. All students shall be deemed either 'Competent (C)' or 'Not Yet Competent (NYC)' for each unit within the qualification they are enrolled and complete. The assessment will be conducted by qualified trainers / assessors using Yorke Institute's assessment tools/methods and recording processes as required.



It is the responsibility of the RTO Coordinator to ensure that the 'Student Assessment Record Sheet' is updated after each assessment is completed and recorded.

The assessment from the student assessment record will be entered into the Management Information System (Wisenet). All academic results are entered into Wisenet by the RTO Coordinator.

A student will be provided with a 'Client Unit Enrolments' statement each time unit results are updated.

Wisenet will calculate the projected academic progress for the study period, based on the total number of units that are required to be assessed and the outcome of these assessments. I.e. if there were 6 units in total assessed in a study period and a student has been assessed as 'C' in 4 units and 'NYC' in 2 units for the study period, the student's academic progress would reflect that the student achieved 66.67%.

These records are checked monthly by the RTO Coordinator for currency and accuracy.

## **2.2 Monitoring Student Academic Performance**

The RTO Coordinator will monitor student academic performance and academic issues via Wisenet' and will be responsible for counselling and developing any interventions required improving performance.

At least monthly the RTO Coordinator will review the academic progress of all students and monitor the following points:

- ***When a student's academic progress falls below 50% for a completed single study period***
  - When a student's academic progress falls below 50% for a completed single study period the RTO Coordinator shall send a '1<sup>st</sup> Warning Letter' indicating the student has to contact Yorke Institute and organise an appointment with the RTO Coordinator to discuss their poor academic progress and strategies to ensure they stay above the 50% academic progress requirement for the following study period.

If the student does not respond within 7 days of the date of the letter, the RTO Coordinator will attempt to contact the student via telephone. Should contact not be made and the student fails to attend at the beginning of the next study period, he/she will be deemed to be in breach of his Visa terms.

- ***Any student who is below 75% academic progress in their current study period after falling below 50% in their previous study period***
  - Student's shall be sent a '2<sup>nd</sup> Warning Letter' notifying them they are at risk of breaching their requirement to maintain academic progression for each study period they are enrolled. They are informed they have fallen below 75% academic progress in the current study period after falling below the required academic progression in the previous study period. They are informed that if they fall below the required academic progression in two consecutive study periods they will be reported to the appropriate government agency(s).



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

If the student does not respond within 7 days the RTO Coordinator will attempt to contact the student via telephone. Should contact not be made and the student fails to attend at the beginning of the next study period, he/she will be deemed to be in breach of his/her Visa terms.

- ***When a student's projected academic progress falls below 50% for 2 consecutive study periods***
  - The student shall be sent a 'Breach Recorded' letter indicating they are going to be reported to DIAC 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 study periods.  
They are also informed of their ability to access the appeals and complaints process and have 20 days to do so.
  - If the student does not go through any appeal or complaint process within 20 days, the report shall be submitted via PRISMS.

**Note:** Where there are less than 3 units to be assessed for the study period, and a student is deemed NYC in a single unit, the student shall only be sent a 1<sup>st</sup> Warning Letter. This is due to the fact that if they are deemed NYC in more than 1 unit they will fall below the 50% requirement for the study period.

### **2.3 Reporting 'Breach of Student Academic Progress'**

All students who fall below 50% academic progress requirement and have no supporting reasons shall be reported via PRISMS to the appropriate government agency(s) for a breach of their Visa conditions.

Students have 20 working days from the date the 'Breach Recorded' letter is processed to appeal the decision of their academic non-performance. If they do not choose to use this option then they shall be reported as indicated.

This process of reporting breaches into PRISMS is the responsibility of the RTO Coordinator who monitors the projected academic progress monthly.

A copy of all letters, details of phone calls made, and any reports are to be kept in the student files.

If they choose to appeal the decision of their academic non performance within 20 working days, then an intervention strategy can be implemented. Refer to the Intervention Strategy Policy



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