



American College Pty Ltd T/A
AMERICAN COLLEGE

STANDARD 10 - MONITORING COURSE PROGRESS POLICY

1. Purpose of Policy

American College in accordance with Standard 10 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Student 2007 as outlined in the American College Pty Ltd Student Information Guide.

The course progress policy establishes:

- a. the requirements, definitions and procedures to be used in determining the standards of acceptable course progress
- b. the roles and responsibilities of College staff and students with regard to course progress
- c. descriptions of the resources and options available to assist students at risk of not achieving course progress standards

2. Definitions

Word/Term	Definition
Course Progress	Assessed advancement within a course toward the completion of that course
compassionate and compelling circumstances	<p>As defined in National Code of Practice for Providers of Education and Training to Overseas Students 2007 and the accompanying Explanatory Guide, Standard 11, compassionate and compelling circumstances generally are circumstances beyond the control of the student and have had an impact upon the student's course progress or wellbeing. These may include, but are not limited to:</p> <ul style="list-style-type: none"> ➤ serious illness or injury, where a medical certificate states that the student was unable to attend classes; ➤ bereavement of close family members such as parents or grandparents (death certificate must be provided); ➤ major political upheaval or natural disaster in the home country requiring emergency travel that has impacted on the student's studies; ➤ a traumatic experience, such as involvement in or witnessing of a serious accident or witnessing or being the victim of a serious crime, which has impacted on the student (these cases should be supported by policy or psychologists' reports where possible); ➤ where the registered provider was unable to offer a pre-requisite unit
approved leave	As defined in National Code of Practice for Providers of Education and Training to Overseas Students 2007 and the



American College Pty Ltd T/A
AMERICAN COLLEGE

	<p>accompanying Explanatory Guide, Standard 13, the registered provider can only defer or temporarily suspend the enrolment of the student on the grounds of:</p> <p>a. compassionate or compelling circumstances; or b. misbehaviour by the student.</p> <p>Approved Leave is a period of approved absence from the college based on the above.</p>			
Intervention strategy	Systematic plan of action, adapted to assist students in meeting satisfactory course progress			
Unsatisfactory Course Progress	Failure to meet 50% academic progress in two consecutive terms			
Term	Period of study within a course over which the student's academic progress be monitored. Each course's teaching period be divided into two terms, e.g.			
	Code	Course Name	Teaching weeks	Each Term
	BSB51107	Diploma of Management	26 Weeks	13 Weeks
Study period	6 weeks			
DIAC	Department of Immigration & Citizenship			
DEEWR	Department of Education, Employment and Workplace Relations			

3. Policy Principles

American College endeavours to assist students to maintain their academic progress at an appropriate level, throughout their enrolment period. The principles guiding this policy are:

- a. all students shall be treated fairly and openly
- b. all students are responsible for their own course progress
- c. appropriate learning support shall be offered to students identified as at risk of not achieving satisfactory course progress

4. Academic Course Progress

Student course progress is regularly monitored and assessed at the end of each study period, over the term. Students are required to successfully complete various tests, assessments, examinations, projects and practical demonstrations.



American College Pty Ltd T/A
AMERICAN COLLEGE

The assessment tasks and dates are shared by Trainers at the commencement of their course. If academic performance is unsatisfactory, students will be counselled through a series of support and intervention strategies as set out in the course progress procedures. American College will support students wherever possible to help to achieve their best academic standard.

5. Academic Results Publication

Student results will be notified within the allocated classes where practical. Results will be made available within two (2) weeks after the final unit's assessment has been submitted.

6. Unsatisfactory Course Progress

The college will follow the intervention strategy to assist students with poor academic performance and who are at risk of failing to achieve satisfactory course progress

- i. Notification to student:
 - a. Verbal feedback and instruction by trainer/assessor
 - b. Notification either by e-mail or SMS and letter requesting that an appointment be made with the Trainer/Course Progress Coordinator at the earliest possible time

- ii. An initial meeting will be held between the student and Trainer/Course Progress Coordinator to address issues related to course progress and to discuss strategies for achieving satisfactory course progress. Strategies may include:
 - a. Extra tuition and support to be organized
 - b. Opportunity to re-sit a Unit
 - c. Extension in duration of course
 - d. Providing individual student support
 - e. Providing assistance with personal issues which are influencing academic progress
 - f. Access to catch-up classes

- iii. Outcomes of the meeting shall be recorded in the student's file using the Course progress Intervention record Sheet. This record sheet will acknowledge the following:
 - a. Proposed and agreed strategy for achieving satisfactory course progress
 - b. Information on failing to achieve satisfactory course progress and its implications on student visa



American College Pty Ltd T/A
AMERICAN COLLEGE

7. Course progress monitoring Chart

Term1	Term2	Notice	Intervention Required
Below 75%		Notification letter, SMS, E-mail	
Below 50%		1 st Warning Letter	Yes
Below 50%	Below 75%	2 nd Warning Letter	Yes
Below 50%	Below 50%	Intent to report	Yes

8. Course Progress Monitoring and Reporting

- a. It is the responsibility of the Trainer to ensure that the 'Student Academic Record Sheet' is also updated after each assessment is completed and recorded.
- b. At the end of the study period but over the term, all the Trainers will review the student's academic progress, and record all results in the 'Student Academic Record Sheet'. The results recorded are forwarded to the Course Progress Coordinator and Administration Officer for reporting and monitoring purposes. The Course Progress Coordinator conducts a sample audit of all student records to ensure that American College robust monitoring policies are strictly enforced.
- c. Any student identified as being at risk of not achieving satisfactory course progress, is contacted by the Administration Officer to enact American College intervention policy. The Trainer notifies the Course Progress Coordinator within 7 days of becoming aware of the issue through American College robust monitoring processes.

Eg. [BSB51107- Diploma of Management] if there were 4 units in total assessed in any one term (13 weeks) and a student has been assessed as 'C' in 2 units and 'NYC' in 2 units for the term, the student's academic progress would look like:

Semester 1				
Student Name	Student No.	Number of Units Assessed ' Competent '	Number of Units Assessed ' Not Yet Competent '	Academic Performance Percentage (%)
John	001234	2	2	50%



American College Pty Ltd T/A
AMERICAN COLLEGE

- d. At the end of each study period, Course progress Coordinator and the Administration Officer jointly assess the results for each student against the course progress policy and identify any student who falls below 75% of the academic progress for the first term. Students identified will be sent a **Notification via e-mail or sms and letter** indicating that they have fallen below 75% 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.
- e. Students who falls below 50% of the academic progress for the first term identified will be sent a “Warning Letter” advising that they are at risk of not achieving satisfactory course progress and has to contact the College and meet the specified person on the specified date if not earlier to discuss their poor academic progress and support available to assist them to achieve satisfactory academic progress. Students who do not respond within 14 days will be issued a letter detailing the intervention strategy as determined by American College.
- f. Student who is below 75% academic progress in their current term after falling below 50% in their previous term will be sent a second warning letter notifying them that they are at risk of breaching their requirement to maintain academic progression for each term they are enrolled. They will be informed about the number and name of the units they haven’t achieved the competencies in. They are informed that if they fall below the required academic progress in two consecutive terms, they will be reported to the Secretary of DEEWR via PRISMS. They are also informed that they are required to organise an appointment with the Director to discuss their poor academic progress and strategies to ensure they stay above the 50% academic requirement for the term.
- g. The Trainer notifies Course Progress Co-ordinator within 7 days or as soon as practicable after the completion of the study period, of any student who has been identified as (8d), (8e) or (8f).
- h. The Academic Progress Intervention Strategy is commenced within 14 days of identifying any affected students.
- i. If a student is identified as not making satisfactory course progress in a second consecutive Term in a course, American College will notify the student of its Intention to Report the student to the Secretary of DEEWR for unsatisfactory course progress.



American College Pty Ltd T/A
AMERICAN COLLEGE

- j. Students shall be issued a Notice of Intention to Report for unsatisfactory course progress. The student has 20 working days to appeal to American College under Standard 8 on its decision by accessing the complaints and appeals process available on www.americancollege.com.au.
- k. However, the College may decide not to report a student on the following grounds:
- American College's failure to record or calculate a student's marks accurately;
 - The student can provide documentary evidence of compassionate and compelling circumstances;
 - American College has failed to implement its intervention strategy and other policies according to its documented Academic Progress Intervention Strategies that have been made available to the student;
- l. Where the student has chosen not to access the complaints and appeals process within the 20 working days period, withdraws from the process, or the process is completed and results in a decision supporting the College, the College will notify the Secretary of DEEWR through PRISMS that the student is not achieving satisfactory course progress;
- m. Students, who are dissatisfied with the outcome or conduct of an appeal within the College, may appeal to an external agency;
- n. Students who choose to appeal to an external agency must notify the College of their decision and provide details of the external agency within 7 working days of being notified of the outcome of the last stage of their internal appeal;
- o. Once a student has been reported, PRISMS will generate a Section 20 breach notice. Student will need to present themselves to DIAC within 28 days or their student visa will be cancelled automatically;

9. Roles and Responsibilities

It is the responsibilities of the Course Progress Coordinator to:

- Identify and recommend appropriate support
- Liaise with Director for decision making in regard to students with exceptional circumstances
- Keep records of consultations and recommendations for support
- Check the Student Assessment Record sheet for Currency and accuracy.
- Interview with referred student.



American College Pty Ltd T/A
AMERICAN COLLEGE

- Reviews all available evidence.

It is the responsibilities of the Trainer to:

- Give instructions and verbal feedback to students about their academic progress.
- Update the Student Assessment Record Sheet after each assessment is completed.
- Notify Course progress coordinator about students who are at risk of achieving satisfactory attendance.
- Participate in staff discussion regarding student progress.
- Contact the student at the earliest possible time in the study period to give feedback on their academic progress

It is the responsibilities of all College students to:

- Attend all scheduled classes and assessment days;
- Submit projects/assignments by the due date;
- Meet with visa attendance requirements, and
- Advise the College of any matters that may impede successful course progress within five (5) working days.