SATISFACTORY ACADEMIC PROGRESS POLICY AND PROCEDURE
– STUDENT VISA HOLDERS

1 PURPOSE

This policy relates how Study Group Australia Pty Limited (SGA), trading as the Australian Institute of Applied Sciences, will monitor and assess the course progress of each student visa holder, in order to identify and offer support to those who are at risk of failing to make satisfactory academic progress.

2 SCOPE

This policy applies to student visa holders enrolled within all vocational education and training programmes offered by Study Group Australia Pty Limited (SGA), trading as AIAS (the college).

3 GENERAL POLICY

SGA will systematically monitor students' course progress. It will be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements; intervention strategies will be implemented to assist these students to attain their educational goals. If however, students remain unable to demonstrate the satisfactory academic progress requirements, SGA will report them under Section 19 of the ESOS Act for having breached the stipulated course progress requirements stated within this policy.

4 AIAS SATISFACTORY COURSE PROGRESS POLICY

The college expects each student to progress through his/her course at a rate that will enable the student to complete the course in the nominated duration. Its purpose-built student records database generates reports of students' academic progress, enabling the National Academic Director to monitor, record and assess every student's progress at the end of each study period. (The college operates four study periods per year; three are of 12 tuition weeks in duration, and one is of 4 tuition weeks.)

For the purpose of progression monitoring, each subject that has a finish date within a particular study period is considered to be in that particular study period. Each subject is equally weighted for progression monitoring purposes.

4.1 CLASSROOM MONITORING AND EARLY INTERVENTION

In order to assist with academic progress, the trainers monitor each student's attendance and performance in the subject(s) they deliver. If a student appears to be experiencing difficulty within a particular subject, or perhaps with the English language, the trainers alert the Program Manager.

The student will be notified and asked to make an appointment to see the Program Manager, who will offer counselling and establish a programme of support for the student. Please note that it is the student's responsibility to follow through on that programme, and to maintain contact with the Program Manager and/or other staff nominated.

4.2 MONITORING PROGRESS AND INTERVENTION STRATEGY - STAGE 1

A student who does not demonstrate competency in at least 80% of the subjects undertaken during each study period will be identified as being 'at risk'. He/she will be advised in writing and required to meet with the Program Manager and/or National Academic Director by a nominated date to discuss any issues and support options - including supplementary assessment. A counselling and mentoring programme will be implemented at this point, and an intervention strategy will be activated for the next study period.

As part of the intervention strategy, the student will be provided with an intervention contract that will detail a support programme which will include counselling and mentoring and one or more of the following:

a. attending special tutorials and/or coaching;
b. attending English language classes;
c. receiving assistance with personal issues which are influencing his/her progress;
d. being placed in a suitable alternative course;
e. undertaking a reduced course load.
It is the student’s responsibility to follow through on that individual programme, and to maintain contact with the Program Manager and/or other staff nominated within the intervention contract.

**Students who do not demonstrate competency in more than 50% of the subjects undertaken during a study period will also be placed on Provisional Enrolment.**

A record of the intervention measures discussed and implemented will be kept on the student’s file by the Program Manager and/or other staff nominated within the intervention contract.

### 4.3 Intervention Strategy - Stage 2: Review of Progress

If following the implementation of an intervention strategy, a student demonstrates competency through supplementary assessment for units which he/she had not successfully completed in the previous study period, and as a result he/she achieves competency in 80% or more of the units attempted in that previous study period, the Program Manager will review the student’s academic history, and may choose to cancel the intervention contract, amend it or continue it unchanged to the end of the study period.

The Program Manager will monitor the academic progress of each student with an intervention contract for the remainder of that second study period, and review his/her results at its end. If satisfactory academic progress of 80% or more was made during that second study period, the student will no longer be regarded as being ‘at risk’ and the intervention contract and, if applicable, Provisional Enrolment contract will be closed.

### 4.4 Intervention Strategy – Stage 3: On-Going Support

If the student’s academic progress demonstrates competency in more than 50% but less than 80% of the subjects undertaken in that second (consecutive) study period, a second intervention strategy will be implemented to provide on-going support appropriate to the student’s needs.

A record of the intervention measures discussed and implemented will be kept on the student’s file by the Faculty Head and/or other staff nominated within the Intervention Contract.

### 4.5 Unsatisfactory Course Progress

If after Stages 1 and 2 of the Intervention Strategy have been completed, a student has again been assessed as not yet competent in 50% or more of the subjects undertaken in the second (consecutive) study period, the Program Manager will notify the student in writing of the college’s intention to report the student to the Secretary of the Commonwealth Department of Education and Training (DET) via PRISMS for unsatisfactory academic progress. The written notice of the college’s intention will inform the student that he or she is able to lodge an appeal through the college’s Complaints and Appeals process, and has 20 working days from the nominated date in which to do so. All subsequent action taken will be in accordance with that procedure.

Evidence will be retained in the student’s file of the written notice of intention to report, documentation of the Complaints and Appeals process.