Monitoring Course Progress
Policy and Procedure

SCOPE

This policy applies to ATMC VET and ELICOS students and all ATMC staff who deal with all matters concerning VET and ELICOS.

POLICY

This policy supports the ESOS National Code 2007 Standard 10.

1. ATMC has elected to implement the Department of Education- DIBP Course Progress Policy for reporting its VET students.
2. ATMC systematically monitors, records and assesses students’ course progress. ATMC proactively notifies and counsels students who are at risk of failing to meet their course progress requirements.
3. ATMC report students, under section 19 of the ESOS Act, who have breached the course progress requirements.
4. ATMC monitors, records and assess the course progress of each VET student for each unit of the course for which the student is enrolled in or each ELICOS student for a result score of the course for which the student is enrolled in.
5. ATMC assesses each student’s course progress at the end point of each study period. A Study Period is equal to 10 weeks for Non-ESL Courses and 24 Weeks for English as an Additional Language (EAL) Courses and 20 weeks for ELICOS courses. ATMC may assess the course progress of EAL or ELICOS students’ in the first 10 weeks.
6. Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period.
7. Students are informed during an orientation about their course requirements and progress review dates.
8. ATMC has an intervention strategy that identifies and assists students who are at risk of not making satisfactory course progress. At a minimum, for VET students including EAL students, the intervention strategy is activated where the student has failed or is deemed not yet competent in 50 per cent or more of the units attempted in any study period. For ELICOS students, at a minimum, strategy is activated where the student has failed to achieve 50 per cent of the total score of the course requirement in any study period. ATMC may choose to intervene at any point before the end of a study period for example if the student does not attend the classes regularly or does not respond to ATMC’s attempts to assist the student in achieving satisfactory course progress.
9. At the end of each compulsory study period, students will be assessed against the Monitoring Course Progress Policy and Procedure. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy is implemented. The intervention strategy will be activated within the first four weeks of the following study period.
10. If a student is identified as not making satisfactory course progress in a second consecutive compulsory study period in a course, ATMC will notify the student of its intention to report the student to the Department of Education for unsatisfactory progress. ATMC does this through the Intention to Report Letter – Unsatisfactory Course Progress that informs the student that he or she is able to access the ATMC’s Complaints and Appeals process that the student has 20 working days in which to do so. A student may appeal on the following grounds:
   a. ATMC’s failure to record or calculate a student’s marks accurately,
   b. compassionate or compelling circumstances, or
   c. ATMC has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.
11. Where ATMC has assessed the student as not meeting satisfactory course progress, ATMC informs the student in writing of its intention to report the student and that he or she is able to appeal the decision and access the ATMC Complaints and Appeals policy and procedure within 20 working days.
12. Where the student’s appeal is successful, the outcomes may vary according to the findings of the appeals process.
a. If the appeal shows that there was an error in calculation, and the student actually made satisfactory course progress (successfully completed more than 50% of the course requirements for that study period), ATMC does not report the student, and there is no requirement for intervention.
b. If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support will be provided to the student through the provider’s intervention strategy, and ATMC will not report the student.

13. Where:
   a. the student has chosen not to access the complaints and appeals processes within the 20 working day period,
   b. the student withdraws from the process, or
   c. the process is completed and results in a decision supporting ATMC (ie. the student’s appeal was unsuccessful), ATMC will notify the Secretary of Department of Education through PRISMS as soon as practicable of the student not achieving satisfactory course progress.

14. ATMC notifies the Secretary of Department of Education through PRISMS of the student not achieving satisfactory progress after the appeals process (if actioned) is finalised and upholds the ATMC’s decision to report.

**PROCEDURE**

1. The progress of VET students is monitored through the completion of unit assessments, which occur as a minimum at the end point of each study period. The progress of ELICOS students is monitored through completion of required assessments. A Study Period is equal to 10 weeks for Non-EAL Courses and 24 Weeks for English as an Additional Language (EAL) Courses and 20 Weeks for ELICOS Courses. ATMC may assess the course progress of EAL/ELICOS students in the first 10 weeks.

2. Student competency results for VET students are recorded in our Student Management System, VETTRAK. Student results for ELICOS students are also recorded on our Student Management System.

3. Students are informed about review dates during student orientation. Review dates are normally every 10 weeks from the course start date.

4. Review dates are electronically set up on the VET Coordinator's calendar for a reminder.

5. Within 10 working days of the completion of a study period / a review date, the VET Coordinator will generate and print a unit cross tab report/student results for a particular enrolment to be reviewed. The VET Coordinator will review the progress of all students for Satisfactory Course Progress in the study period.

6. For VET students, the VET Coordinator will review a student competency result report and mark students who has not successfully completed at least 50% of the number of assessments/part of assessments that are supposed to be finished. For ELICOS students, the VET Coordinator will review a student result report and mark students who has not successfully completed at least 50% of the total score of the course requirement.

7. The VET Coordinator will provide a copy of the reviewed report to the VET Administration staff and the VET Administration staff will prepare warning letters that are signed by the Skills Department Head and send relevant warning letters to the students with unsatisfactory course progress results.

8. An assessor is to notify the VET Coordinator/Course Coordinators for all students who are observed as at risk of not completing the course.

9. There are 2 warning letters to be sent to students with unsatisfactory course progress. They are Satisfactory Academic Progress (Initial) Warning and Final Satisfactory Academic Progress Warning letters that will be prepared by the VET Administration staff and signed by the Skills Department Head. They are sent via post and if applicable, electronically (email).

10. Students will be counseled by the relevant Course Coordinator/Trainers.

11. Students failing to attend the course counselling interview/intervention meeting without a reasonable reason will be sent the next warning letter/intention to report letter via post and if applicable, electronically (email), a copy will also be kept in the student’s file.

12. At the course counselling interview the following intervention strategies may be put in place:
   • Student attendance timetable drawn up
   • Student study timetable drawn up
   • A fortnightly intervention meeting for the current study period with the trainer and assessor/relevant Course Coordinator.
   • A fortnightly academic involvement report requested from each trainer.
   • Place a copy of the warning letter and all other relevant documents in the students file.
   • At the fortnightly intervention meeting the following can be reviewed
     • Fortnightly attendance
• Fortnightly academic involvement
• Implementation of the study timetable

13. Students failing to attend the course counselling interview or fortnightly intervention without a reasonable reason may be sent a Final Satisfactory Academic Progress warning letter via post and if applicable electronically (email), a copy will also be kept on the students file.

14. If a VET student fails more than 50% of units or if an ELICOS student fails more than 50% of total score of the course requirement in two consecutive study periods, ATMC will notify the student in writing of its intention to report the student for not achieving satisfactory academic progress. The student will be sent an Intention to report letter via post and electronically (email), a copy will also be kept on the students file. The student are informed they have 20 working days to appeal to ATMC by accessing the College’s Complaints and Appeals Policy and Procedures.

15. If the appeal is not upheld or the student withdraws from the appeal process, the VET Coordinator will inform the Admissions Coordinator/Staff to report the student to the Secretary of Department of Education through PRISMS. The Admissions Coordinator/Staff will report the student as soon as practicable.

16. The Report to Department of Education letter via post and if applicable electronically (email), a copy will also be kept on the student's file.

17. If applicable, the following will be maintained on the student files
   • Satisfactory Academic Progress (Initial) Warning letter
   • Final Satisfactory Academic Progress Warning letter
   • Notes from counselling sessions
   • Medical certificates
   • Appeal documents
   • Intention to report letter
   • Report to Department of Education letter
   • Other relevant documents

See Department of Education – DIBP Course Progress Policy and Procedures for CRICOS Providers of VET Courses.