

Course Progression Policy and Procedure

CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	1
4	PROCEDURE	1
5	PROCEDURE- INTERVENTION STRATEGY.....	2
6	PROCEDURE- REPORTING UNSATISFACTORY COURSE PROGRESS	3
7	COMPASSIONATE AND COMPELLING CIRCUMSTANCES.....	3
8	APPEALS.....	3
9	Records management.....	3
10	RELATED LEGISLATION AND DOCUMENTS.....	3
11	FEEDBACK.....	4
12	APPROVAL AND REVIEW DETAILS.....	4

1 PURPOSE

- 1.1 The purpose of this policy is to ensure that Actors College of Theatre & Television (ACTT) systematically monitors overseas student's course progress and identify and offer support to those at risk of not meeting course progress as a condition of their student visa in order for overseas students to achieve expected learning outcomes.

2 SCOPE

- 2.1 The policy applies to all international students currently enrolled in a VET course with ACTT.

3 POLICY STATEMENT

- 3.1 ACTT monitors, records and assesses the course progress of each student for the course in which the student is currently enrolled in.
- 3.2 The monitoring of a student's course progress allows ACTT to assess whether a student is meeting course progress requirements and to identify and offer support to those students who are at risk of not achieving satisfactory course progress.
- 3.3 ACTT records attendance and attendance records are being used for the purpose of identifying students at risk and determine possible intervention strategy/support services to offer.
- 3.4 At risk of unsatisfactory course progress is where a student fails any unit of competency.
- 3.5 A student has made unsatisfactory course progress when he/she failed more than 50% of the course.

4 PROCEDURE

- 4.1 Trainers and Assessors will monitor student's course progress using the course result sheets. At the end of each unit of competency, the trainers and assessors will prepare a report using the Student At Risk Report to list students who fails the unit. The Student At Risk Report is then sent to the Academic and Learning Support Officer (ALSO).
- 4.2 The Academic and Learning Support Officer (ALSO) will assess the student's result and issue the appropriate letter to the students i.e. At Risk Letter, First Academic Warning Letter, Second Academic Warning Letter. The Intention to Report Letter is issued by the CEO. The At Risk Letter is only being sent to the student when the student fails a unit and in that instance, no other letter is applicable for the student. The specific triggers for each warning letters are clarified in the following table:

Course Progression Policy and Procedure

Table 1

	Group A Students (Course with 8 units)	Group B Students (Course with 10 units)	Group C Students (Course with 12 units)	Group D Students (Course with 30 units)
First Academic Warning Letter	Student fails two units in the course	Student fails three units in the course	Student fails four units in the course	Student fails five units in the course
Second Academic Warning Letter	Student fails three units in the course	Student fails four units in the course	Student fails five units in the course	Student fails ten units in the course
Intention to Report Letter	Student fails more than 50% of the course i.e. 5 units	Student fails more than 50% of the course i.e. 6 units	Student fails more than 50% of the course i.e. 7 units	Student fails more than 50% of the course i.e. 16 units
Notification of Cancellation	Sent to the student once being reported for unsatisfactory course progress			

- 4.3 The Academic and Learning Support Officer (ALSO) attempts to make contact with the student by issuing the warning letters in order to determine possible causes and explain their status and provide information about:
- the possible consequences of further poor performance;
 - relevant support services available to students for assistance;
 - the requirement to attend a meeting with Academic and Learning Support Officer (ALSO); and
 - an intervention strategy for those students.
- 4.4 It is a student's responsibility to read and act upon an academic warning letter. A student's failure to respond to any notification as directed may be taken into account should further unsatisfactory progress occur.
- 4.5 If a student is sent an Intention to Report Letter and does not lodge an appeal within 20 working days, the student will be reported for unsatisfactory course progress and sent a Notification of Cancellation.

5 PROCEDURE- INTERVENTION STRATEGY

Where the student corresponds and co-operates with the Campus Manager, an intervention strategy will be activated, discussed and agreed upon using the Student Intervention Form and implemented immediately. The copy of the Student Intervention Form will be provided to the student after the intervention meeting. A copy of the Student Intervention Form will also be forwarded to the respective trainer/assessor.

- 5.1 Possible interventions may include but are not limited to:
- Advising students of opportunities for reassessment (attend classes during the term break and be given support as part of the intervention strategy) and
 - Advising students of assistance such as:
 - referrals for attending counselling;
 - receiving assistance with personal issues which are influencing progress;
 - Require the student to enter a learning contract with a timeframe for completing units;
 - Reinforce to the student that unsatisfactory course progress in more than 50% of the course will lead to the student being reported to Department of Home Affairs (DHA).
 - receiving mentoring or
 - a combination of the above and/or a reduction in course load.
- 5.2 All academic warning letters invite the student to meet with the Campus Manager. The meeting discusses and offers counselling/support/advice with a view to improve student course progress.
- 5.3 The Campus Manager will tailor intervention strategies to each student's needs whether academic or personal. ACTT will complete a Student Intervention Form to record the agreed intervention strategy and place this in the student's file. The student's trainer will be provided details of the intervention strategy implemented.
- 5.4 The Campus Manager/delegate monitors the execution of the Learning Contracts.
- 5.5 Students will be emailed by the Campus Manager/delegate notifying them of their failure to comply with the Learning Contracts will result in the relevant letter to be issued based on the student's results at that time (as per Table 1).

Course Progression Policy and Procedure

6 PROCEDURE- REPORTING UNSATISFACTORY COURSE PROGRESS

- 6.1 Where the student has failed more than 50% of the course, ACTT will give the overseas student a written notice (Academic Warning Letter-ITR) which:
- notifies the overseas student that the ACTT intends to report the overseas student for unsatisfactory course progress
 - informs the overseas student of the reasons for the intention to report
 - advises the overseas student of their right to access the College's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days
- 6.2 An appeal will only be considered if ACTT has not:
- recorded the student's marks correctly,
 - implemented intervention strategies as set out in this policy, or
 - there are compassionate or compelling reasons which have contributed to the unsatisfactory progress.
- 6.3 ACTT will maintain the overseas student's enrolment by only reporting a breach of course progress in Provider Registration and International Student Management System (PRISMS) if:
- the internal and external complaints processes have been completed and the breach has been upheld;
 - the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period;
 - the overseas student has chosen not to access the external complaints and appeals process; or
 - the overseas student withdraws from the internal or external appeals process by notifying the College in writing.

7 COMPASSIONATE AND COMPELLING CIRCUMSTANCES

- 7.1 Compassionate and compelling circumstances including (but not limited to):
- 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;
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
 - a traumatic experience which has impacted on the student and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
 - where the College is unable to offer a pre-requisite unit, or; or
 - inability to begin studying on the course commencement date due to delay in receiving a student visa.

8 APPEALS

- 8.1 Any student who wishes to lodge an appeal concerning any matter affecting their course progression should follow the procedure referenced in the Student complaints and appeals Policy and Procedure.

9 Records management

- 9.1 Documentary evidence and any correspondence will be kept on the student's file and/or ACTT's student management system.

10 RELATED LEGISLATION AND DOCUMENTS

- Academic Warning Letter at Risk
- Academic Warning Letter-1st
- Academic Warning Letter-2nd
- Academic Warning Letter-ITR

Course Progression Policy and Procedure

- Student Intervention Form
- Notification of Cancellation
- Student At Risk Report

11 FEEDBACK

11.1 Institute staff and students may provide feedback about this document by emailing compliance@actt.edu.au

12 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	CEO
Administrator	Compliance Manager