## Monitoring Course Progress Policy

Australian Careers Business College monitors, records and assesses the progress of each student for each unit and cumulatively at the end of each study period, to ensure that the student is at all times in a position to complete the course within the expected duration as specified on the student’s CoE. A study period is defined as a Term (8 to 11 weeks of study).

Satisfactory progress is achieved when a student successfully completes the assessment requirements for each unit or cluster of units within the timeframes specified in the course timetable/ information.

All Australian Careers Business College study periods are face-to-face. There are no distance and/or online components.

Australian Careers Business College courses are delivered over three or four terms, depending on the course enrolled in. Each term is considered a compulsory study period. Students are required to study in each study period. Australian Careers Business College does not offer any optional study periods and only enrols students in compulsory study periods.

Where a student is identified at risk of not making satisfactory course progress, Australian Careers Business College will contact the student and arrange counselling with the Careers Advisor,to implement Australian Careers Business College’s intervention strategies as outlined below.

**Monitoring Procedure**

Student work is assessed by the trainer who then forwards a summary of the outcomes to the Education Manager. The outcome for each unit is entered into the aXcelerate student management system. The student management system provides a cumulative student record for each unit. A progress report can be run at any time, but will be run at the end of each Term. This will identify any student who is failing to successfully complete any unit requirements as specified in the course timetable. This report is provided to the Education Manager, who will speak with the trainer and the student in the first instance to identify whether the student is in danger of not achieving satisfactory progress.

Any student identified through this process of being at risk of not achieving satisfactory progress will be contacted in writing and called to a counselling session. At the counselling session the Careers Advisor will, in consultation with the student and trainer, establish a support/intervention programto help the student achieve satisfactory progress. Strategies will be determined on a case-by-case basis and will take into account the student’s current and previous results, attendance records and any previous implemented intervention/counselling strategies.

Strategies may include any of the following:

* English language support for technical assignments and comprehension;
* Assistance with academic skills such as writing essays and report writing;
* Attending a study group;
* Attending a ‘make up’ session
* Additional practical workshops to hone practical skills;
* Referral to external agencies.

The implementation of the support/ intervention strategies may be requested by the trainer or the student at any time throughout the course if concerns are held about progress. The Education Manager will consider and generally approve any such request.

A summary of the support/ intervention action to be implemented will be recorded on the Student Support Intervention recordand placed in the Student file. Notes on any meetings that occur will also be noted in the student management system and kept on the student’s file.

A student will not be reported for unsatisfactory progress until after the support/ intervention strategy has been implemented and enough time has been allowed for the strategy to run its course. A student must be reported to the Department of Education for unsatisfactory progress in the event that the student is identified as not making satisfactory course progress in a second consecutive compulsory study period in a course.

**Unsatisfactory Course progress**

Unsatisfactory course progress is defined as a student failing to successfully complete and achieve competency in at least 50% of the course requirements in that study period. At Australian Careers Business College each study period is a Term (8 to 11 weeks).

Where a student is assessed as having made unsatisfactory progress for two consecutive study periods even after implementation of the support/intervention strategy, Australian Careers Business College will report the student to the Secretary of the Department of Education through PRISMS and the student’s Confirmation of Enrolment (CoE) will be cancelled. This may also result in the cancellation of the student visa.

**Reporting unsatisfactory progress**

Before making the unsatisfactory course report to the Department of Education, Australian Careers Business College will notify the student in writing of the intention to report, and advise the student they have 20 working days to access Australian Careers Business College appeals process prior to being reported. During any such period the student’s enrolment is kept current.

A student will not be reported until the outcome of any appeal has been finalised and the appeal has been unsuccessful or the student does not access the appeals process during the 20-day period.

The student may appeal the decision to report them to the Department of Education on the following grounds:

* A competency decision has been inaccurately recorded or calculated.
* Compassionate or compelling circumstances.
* The intervention strategy has not been implemented according to Australian Careers Business College’s own documented policy and procedure.

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