



## Course Progress and Attendance Policy

The policy and related procedures detail the course progress, attendance monitoring, and intervention strategies and Department of Home Affairs reporting requirements as required in the National Code 2018.

These requirements are vitally important and the student is strongly encouraged to review, question and understand them so that they can ensure their compliance to these requirements. This policy will be communicated to Students and Staff through, this manual and the Staff manual, through induction programs and counselling sessions applicable under this policy.

It is expected that each ATQ COLLEGE student will satisfactorily complete all assessments and that they will attend all classes. The exact requirements are detailed below.

### Course Progression Requirements:

Each ATQ COLLEGE student is expected to satisfactorily complete their course, by demonstrating competency in all the required units of competency in the expected course duration. Under the National Code 2018 standard 8, students are required to maintain a satisfactory academic progress. To maintain your progress you are required to pass at least 50% of your scheduled subjects in any study periods.

Each unit of competency is assessed by a number of assessments, the accumulated results for these assessments determines if the student is considered competent or not in that unit of competency.

To provide a much opportunity as possible for a student who is facing difficulty within a unit of competency, we have made available time in the student timetable for re-assessments, or supplementary assessments in the term breaks.

Thus rather than have a break between terms, the student who is at risk of not demonstrating competency within a unit of competency can be scheduled additional study and additional assessments to be completed within the term break, and assuming that a satisfactory re-assessment outcome occurs, the student will be able to continue to remain within their course and progress with their class and complete the course within the expected course duration.

To ensure satisfactory course progress, student performance will be reviewed at the completion of each assessment process, within the term. Students whose demonstrated accumulative competency indicates an outcome of less than a satisfactory performance in attempted assessments will invoke our **Intervention Strategy**.

The Intervention Strategy involves the student meeting with the General Manager (Course Coordinator) to determine the possible reasons for not achieving competency in the assessments and to determine what assistance, if any, can be provided.

Further, students who fail to demonstrate competency in any re-assessment (ie failed the same assessment twice) will also invoke the **Intervention Strategy**.

As before, the Intervention Strategy is intended to support the student in their studies and where possible determine solutions to the problems.

All Student assessment results are recorded in our Student records database.



## **Intervention Strategy**

It is ATQ COLLEGE's intention to support their students in the completion of their studies, within the expected course duration thus where required ATQ COLLEGE will require students to attend mandatory counselling sessions with the College's General Manager (Course Coordinator).

Mandatory Counselling Sessions will occur where:

1. A student is failing to attain successful completion of assessments attempted.
2. A student has failed the initial assessment for a unit and the subsequent re-assessment for that same unit.
3. A student has been issued with a warning letter within a term advising them of their risk of not meeting satisfactory attendance/course progress requirements.
4. A student has been absent without approval for five or more consecutive days.
5. Other circumstances occur which in the opinion of the College the students satisfactory timely completion of the course of study is in jeopardy.

In all of these occasions the student will be contacted in writing to arrange an appointment with the General Manager to discuss the reasons that the student has failed to meet the Colleges expectations.

The intention of these meetings is to understand the student's situation and to determine if the College can provide support to the student so that the necessary academic performance can be met.

All reasonable support opportunities will be explored, and the student can bring a support person or translator or other means of assistance as required.

In some circumstances, the College may recommend the student contact an external support agency may make other recommendations.

Where the student has attended the required number of classes, but has not yet demonstrated a suitable competent standard of academic ability, the College may elect to extend the Students ECoE to allow for course completion this is very rare and only occurs as a result of the Intervention Strategy.

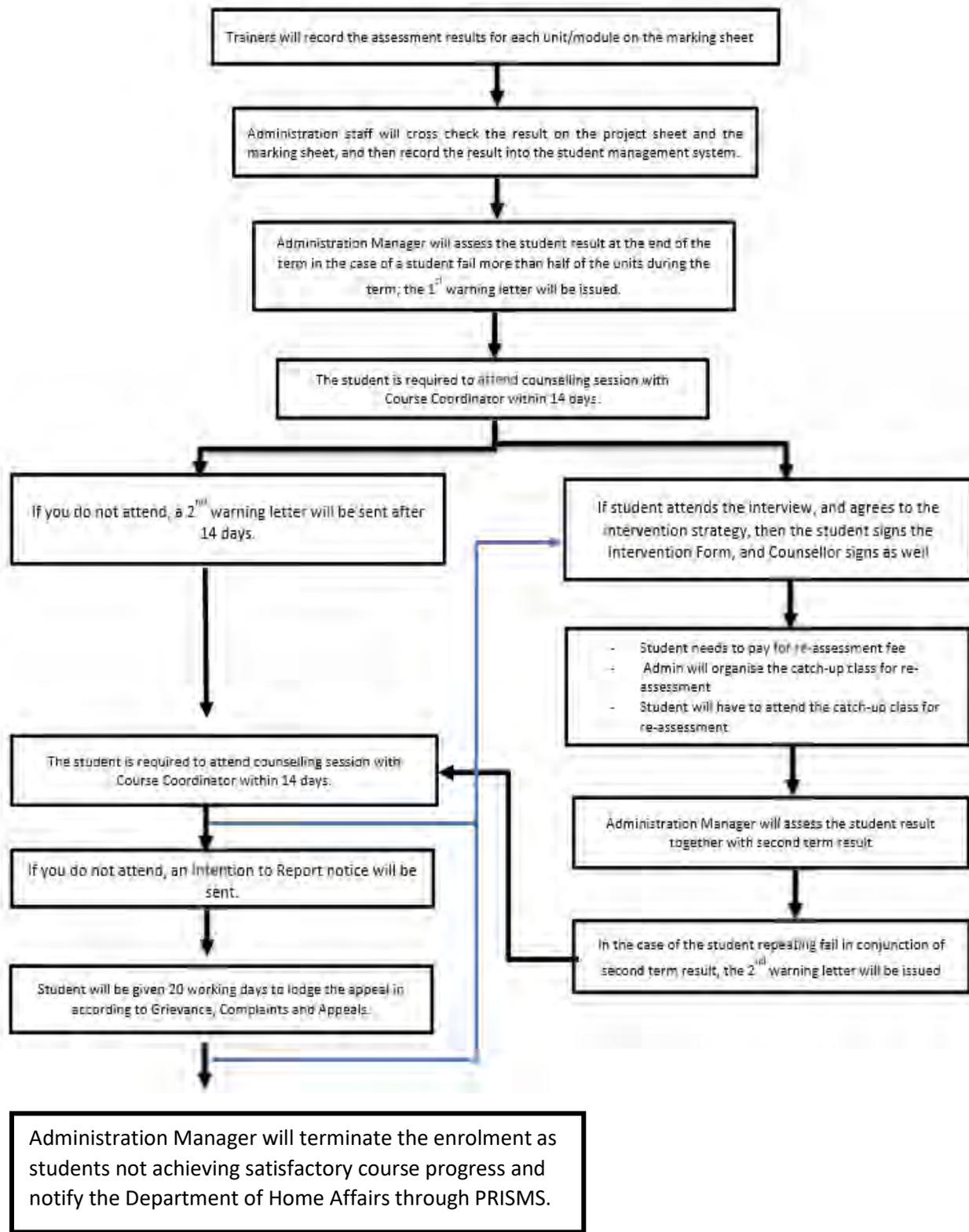
We are only able to extend an ECoE in compassionate or compelling circumstances.

In the event of an extension to the ECoE, the variation and the reasons for the variation to the ECoE are to be recorded in the student file and reported via PRISMS.

The details of all mandatory counselling sessions, including the details of the meeting, who attended and the agreements and recommendations made will be recorded and included in the student file.



**MONITORING COURSE PROGRESS PROCEDURE**





### **Review of Academic Performance**

At the end of each term, each student's course progress will be reviewed and students who fail to attain successful completion of all Units of Competency attempted, within that term, after all assessment, reassessment and appeals options have been exhausted will receive a letter notifying them of ATQ COLLEGE's intention to implement the Intervention Strategy or report the student to Department of Home Affairs for not achieving satisfactory course progress.

Unsatisfactory course progress in two consecutive study periods for a course could lead to being reported to Department of Home Affairs, and it could affect your student visa.

One possible outcome of reporting the student, after due process, is that their student visa may be cancelled and they will have to leave Australia.

Our process is:

1. Review the student's academic performance at the end of each term.
2. Determine if the student has an academic appeal or a re-assessment in progress.
3. Determine if the student has been included in the Intervention strategy process.
4. If the above three processes are no longer applicable or been exhausted, inform the student of ATQ COLLEGE's intention to report the student to Department of Home Affairs for not achieving satisfactory course progress.
5. The student has 20 working days (Monday to Friday is considered 5 working days, unless a public holiday occurs in which case the day is not considered a working day), to access our Complaints and Appeals process. If the student accesses this process the reporting to the Department of Home Affairs shall be placed on hold until the outcome of the Complaint and Appeal process is determined.
6. In the event that:
  - a. the student does not after 20 working days lodge a Complaint or Appeal, or
  - b. the Complaint or Appeal does not alter the original intent to report the student, or
  - c. the student withdraws from the complaint or appeal process

ATQ COLLEGE will notify Department of Home Affairs that the student has failed to achieve satisfactory course progress.

### **Attendance Requirements:**

Each ATQ COLLEGE student will be issued at orientation with their course timetable; students are expected to attend all their nominated classes.

Absences from classes are to be explained, and are not generally permitted except in exceptional circumstances.

While each class is for a half day, which is in turn divided into two x two hour sessions, students are expected to attend both sessions each day. To record this attendance, an attendance roll will be called during each session..

The roll will be called at the:

- commencement of each session,
- end of each session
- at the return from break

A student whom is missing when the roll is called will be marked absent from the session.



Thus a student is expected to attend all ten sessions over the five days study per week, and a student who is absent, for a session will only be considered to have attended 90% of study time.

It is a legal requirement of section 19 of the ESOS act (and repeated in the National Code 2007) that a student **MUST** attend at least 80% of their scheduled classes; otherwise they are to be reported to the Department of Home Affairs through PRISMS of not achieving satisfactory attendance.

Thus if a student misses more two full session in a week, they are in breach of this requirement and will invoke the intervention strategy.

One possible outcome of reporting the student, after due process, is that their student visa may be cancelled and they will have to leave Australia.

Our process is:

1. The roll will be called as outlined above. At the end of the day the attendance records will be provided to student administration for entering into the student database.
2. Attendance will be calculated weekly; this is normally 10 available class sessions.
3. Student whom have been recorded as absent on two or more occasions in the week will be sent a written letter to the address recorded in our student records as their home address in Sydney and an email will be despatched.
4. The letter will advise them that they are at risk of falling below the minimum required attendance of 80%.
5. Students whom receive two such letters within the one term will invoke the **Intervention Strategy**, (see below) and shall be counselled as to the need for attendance and the possible assistance we can provide to support them.
6. Students whom are absent for five consecutive days or more, without approval, will also invoke the **Intervention Strategy** see below.
7. When a student fails to maintain an 80% attendance, without approval, the student will receive from ATQ COLLEGE a letter informing them of the Colleges intention to "Report the student for not achieving satisfactory attendance".
8. The student has 20 working days ( Monday to Friday is considered 5 working days, unless a public holiday occurs in which case the day is not considered a working day), to access our Complaints and Appeals process. If the student accesses this process the reporting to the Department of Home Affairs shall be placed on hold until the outcome of the Complaint and Appeal process is determined.
9. In the event that:
  - a. the student does not after 20 working days lodge a Complaint or Appeal, or
  - b. the Complaint or Appeal does not alter the original intent to report the student, or
  - c. the student withdraws from the complaint or appeal process

ATQ COLLEGE will notify Department of Home Affairs that the student has failed to maintain a minimum 80% attendance.

**Please Note: ATQ COLLEGE will not report the student if:**

- d. student records clearly indicate that the student is maintaining satisfactory course progress, and
- e. ATQ COLLEGE can confirm that the student is attending at least 70 per cent of the scheduled course contact hours for the course in which he or she is enrolled. (This is fourteen sessions per fortnight).