## COURSE PROGRESS POLICY

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<th>Approved by</th>
<th>General Manager UOW College</th>
<th>Date:</th>
<th>25 September 2013</th>
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<td>25 September 2013</td>
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<td>Custodian:</td>
<td>Head of Vocational</td>
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<td>Supporting Documents, Procedures &amp; Forms:</td>
<td>Vocational Student Handbook</td>
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<td>UOW College Vocational Grievance &amp; Appeals Policy</td>
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<td>References &amp; Legislation:</td>
<td>Australian Skills Quality Authority</td>
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<td>National Vocational Education and Training Regulator Act 2011</td>
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<td>Australian Quality Framework</td>
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1. Purpose of Policy

1.1 The course progress policy establishes:

a. the requirements, definitions and procedures to be used in determining the standards of acceptable course progress for UOW College Vocational programs.

b. definitions of the roles and responsibilities of UOW College (the College) staff and students with regard to course progress.

c. descriptions of the resources and choices available to assist students at risk of not achieving course progress standards.

1.2 The course progress policy should be read in conjunction with the Course Progress section of the Vocational Student Handbook and any other relevant Handbook specific to a qualification.

2. Definitions

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>course progress</td>
<td>assessed advancement within a course toward the completion of that course</td>
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<td>exclusion</td>
<td>course status following probation where a student’s course progress has again been deemed unsatisfactory and that student must re-apply for admission to the College</td>
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<tr>
<td>facilitator</td>
<td>any person who carries out teaching responsibilities</td>
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<tr>
<td>intervention strategy</td>
<td>systematic plan of action, adapted to assist students in meeting satisfactory course progress</td>
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<tr>
<td>Word/Term</td>
<td>Definition</td>
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<tr>
<td>intervention contract</td>
<td>documented plan that outlines what the student will undertake in order to improve his or her chances of satisfactory completion of units of competency</td>
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<td>natural justice</td>
<td>principles that ensure that decision-making is fair and reasonable - these involve decision-makers informing people of the case against them or their interests, giving them a right to be heard, not having a personal interest in the outcome, and acting only on the basis of logically probative evidence</td>
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<td>not yet competent</td>
<td>designation of a student who has a majority of results undeclared or, a majority of undeclared and failing units of competency</td>
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<tr>
<td>official notification</td>
<td>written information delivered in hard copy or electronically</td>
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<td>reduced study load</td>
<td>a study load determined by the Program Manager for a student on an Intervention contract, which is less than a normal full-time study load in a session</td>
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<td>session</td>
<td>defined period of study comprising twelve to 15 weeks for vocational programs</td>
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<tr>
<td>student</td>
<td>a person registered for a course</td>
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<tr>
<td>student at risk</td>
<td>a student at risk of failing units of competency and subsequently not completing his or her qualification</td>
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<tr>
<td>study plan</td>
<td>suggested arrangement of study to improve student progress</td>
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<tr>
<td>unit of competency</td>
<td>a self-contained unit of study identified by a unique code</td>
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<tr>
<td>Unit of study</td>
<td>A group of units of competency that reflect a unit of study undertaken during a session for VetFeeHelp purposes</td>
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3. Application & Scope

This policy applies to all students enrolled in:

a. UOW College Vocational Programs

4. Policy Principles

4.1 The principles guiding this policy are:

a. all students shall be treated fairly and openly
b. all students are responsible for their own course progress
c. appropriate learning support shall be offered to students identified as at risk of not achieving satisfactory course progress
d. appropriate information shall be made available to students identified as at risk of not achieving satisfactory course progress

4.2 Underlying the requirements, definitions, and procedures of this policy are the principles of equity, consistency, transparency and natural justice.

5. Assessment

5.1 Assessment includes both formative and summative. A range of assessment methods are used to determine competence and may include exams.

5.2 Assessment relating to Units of Competency within Units of Study, whether they be formative and summative, must be handed in no later than the last day of the relevant session or otherwise advised by their VET Coordinator/Program Manager

5.3 Expected forms of submission of assessment ie electronic or hard copy, is outlined by the UOW College Facilitator/VET Coordinator/Program Manager at the beginning of the session

5.4 Late submission is not allowed, unless under certain circumstances for which the VET Coordinator/Program Manager deems sufficient to warrant granting of a late submission date to a student

5.5 Marking of assessment is due within 14 days of the date of submission
5.6 Feedback is available to students from their Facilitator/assessor upon marking of the student’s assessment

5.7 If a student is deemed Not Yet Competent for their Unit of Competency, they will be allowed to continue with all other scheduled Units of Competency

5.8 Students will be notified of final results of units of competency within 21 days of the last day of the session

5.9 Students can appeal their result as per the Grievance and Appeals Policy

5.10 Overall, students will have the opportunity to re-submit their assessment twice if they are deemed not yet competent for a specific unit of competency.

6. Determining Students At Risk

6.1 All facilitator staff monitor student performance

6.2 Prior to each monthly operational meeting, Program Managers receive progress reports from all facilitator staff. Program Managers collate information on students.

6.3 Students at risk of not achieving satisfactory course progress is a standard agenda item for monthly operational meetings.

6.4 Students at risk of not achieving satisfactory course progress are discussed at monthly operational meetings.

6.5 These “Students at risk” can be determined when students have:

- Not completed assessments within the allocated timeframes; or
- Missed scheduled classes; or
- Missed scheduled clinical placements; or
- Not been marked competent for an assessment

6.6 Program Managers compile and maintain the “Students at Risk” register

6.7 Program Managers meet with selected students to investigate reasons for unsatisfactory course progress and put in place individual student remedial strategies. These strategies include Program Managers...
meeting students weekly to assess progression and effectiveness of remedial strategies (intervention contracts).

6.8 Monthly RTO meetings include compliance and related staff and are compliance focussed, however “students at risk – progression” is a standard agenda item. The timing of the operational and RTO meetings (fortnightly and alternatively) ensures that students at risk are discussed every fortnight.

6.9 Program Managers will contact students at least once per session, regardless of status of course progress.

7. Monitoring Progress

7.1 Summary of monitoring process:

- Stage 1 – ‘at risk’ students are placed on an Intervention Strategy Contract if they are deemed Not Yet Competent (NYC) for 20% or more of their Units of Competency (UoC) within a session.

- Stage 2 - if ‘at risk’ students are deemed NYC again in the next session, they then progress to Stage 3. If they are deemed Competent for 80% or more of their UoC, then they may have their Intervention Strategy Contract cancelled.

- Stage 3 – ‘at risk’ students continue with their Intervention Strategy Contract.

- Stage 4 – ‘at risk’ students that have been deemed NYC for 20% or more of their Units of Competency within the preceding two (2) sessions, will be excluded from studying the qualification.

- Students will be unable to re-enrol in their qualification until at least one year or 3 sessions have passed. To reinstate their enrolment, approval will need to be sought from the Head of Vocational.

7.2

7.3 Early Intervention:
7.4 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.

7.5 In order to assist with academic progress, the facilitators monitor each student’s attendance (if applicable) and performance in the units of competency they deliver. If a student appears to be experiencing difficulty within a particular unit of competency, or perhaps with language, literacy or numeracy, the facilitators alert the Program Manager or VET Coordinator.

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

7.7 Intervention Strategy – Stage 1: (at risk students)

7.8 A student who does not demonstrate competency in at least 80% of the units of competency 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 VET Coordinator by a nominated date to discuss any issues and support options – including supplementary assessment. A counselling and mentoring program will be implemented at this point, and an intervention strategy will be activated for the next study period.

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

a. Attending special tutorials and/or coaching;

b. Attending language literacy and numeracy 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.

7.10 It is the student’s responsibility to follow through on that individual program, and to maintain contact with the Program Manager and/or other nominated staff within the intervention contract.

7.11 ‘At Risk’ students undertaking placement as a requirement of their qualification will need to obtain approval from their Program Manager prior to undertaking their placement.

7.12 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.

7.13 Review of progress – Stage 2:

7.14 If following the implementation of an intervention strategy, a student demonstrates competency through supplementary assessment for units of competency 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 of competency attempted in that previous study period, the VET Coordinator/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.

7.15 The Program Manager or VET Coordinator 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 will be closed.

7.16 On-going support – Stage 3

7.17 If the student’s academic progress demonstrates competency in more than 50% but less than 80% of the units of competency 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.

7.18 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.

7.19 Unsatisfactory course progress – Stage 4: (Exclusion)

7.20 If after Stages 1, 2 and 3 of the Intervention Strategy have been completed, the student has been assessed as not yet competent in 50% or more of the units of competency undertaken in the second (consecutive) study period, the Head of Vocational will notify the student in writing of the College’s intention to exclude them from future participation in classes or study. 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 Grievance 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.

7.21 Students will be unable to re-enrol in their qualification until at least one year or 3 sessions have passed. To reinstate their enrolment, approval will need to be sought from the Head of Vocational.

7.22 Evidence will be retained in the student’s file of the written notice of intention to exclude.

8. Communication

8.1 Students placed on intervention contracts shall be officially notified via email, and advised of their rights and responsibilities.

8.2 Students shall be officially notified of the services available to assist them in making adequate course progress.

8.3 Where a student meets with the Program Manager and/or VET Coordinator to discuss the implementation of an intervention strategy the Program Manager and/or VET Coordinator shall record the date and the details of the intervention strategy devised. Students shall acknowledge the recommendations made.
8.4 Records of intervention strategies shall be noted on student files by the College.

8.5 Where a student has not met satisfactory course progress and according to the provisions of section 7.4 that student is excluded there shall be written notice of exclusion, written notification of the appeals procedure and information on how students may access that procedure.

8.6 Where a student does not agree with a decision made in relation to their course progress, they have the right to appeal as outlined in the Student Grievance and Appeals Policy.

9. Applying for Re-admission

9.1 After a period of exclusion, an excluded student may apply directly to the College for re-admission at the end of the period of exclusion.

9.2 Students applying for re-admission are advised to speak with the VET Coordinator or Program Manager prior to making their application.

10. Roles & Responsibilities

10.1 It is the responsibility of the Program Manager or VET Coordinator to:

   a. identify and recommend appropriate intervention strategies
   b. keep records of intervention strategies
   c. ensure records are in keeping with the UOW Records Management Policy.

10.2 It is the responsibility of the student to:

   a. ensure their satisfactory course progress
   b. engage and follow up with recommended intervention strategy and
   c. advise the College as appropriate of the matters referred to in section 7.4 (where applicable) within 20 working days.
## 11. Version Control and Change History

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<th>Date Effective</th>
<th>Approved By</th>
<th>Amendment</th>
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<td>1</td>
<td>25 September 2013</td>
<td>25 September 2013</td>
<td>General Manager</td>
<td>Development of course progress policy including Students At Risk procedure</td>
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