

# STUDENT PROGRESSION PROCEDURE – VOCATIONAL PROGRAMS

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<b>Custodian:</b>	RTO Manager Vocational Programs		
<b>Supporting Documents, Guidelines &amp; Forms:</b>	Personal Support Plan Template At Risk Checklists Change of Status templates		
<b>References &amp; Legislation:</b>	<i>Education Services for Overseas Students Act 2000 (Cth)</i> <i>Higher Education Support Act 2003 (Cth)</i> Student Progression and Support Policy Standards for RTOs 2015		



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## 1 Purpose

- 1.1 This Procedure operationalises UOW College Australia's *Student Progression and Support Policy* within the vocational programs.

## 2 Scope

- 2.1 This Procedure apply to:
- Students studying vocational courses or units of competency or:
  - Staff administering course progression within the Vocational division

## 3 Definitions

Word/Term	Definition
Course Progress Advisors	Staff nominated at Schedule 1 of these Procedure to act as Course Progress Advisors.

## 4 Determining At Risk

- 4.1 Course Progress Advisor will use the "At Risk" checklists to determine if a student is identified as "At Risk".
- 4.2 Checklists should be used at the designated time periods as follows:
- At Risk Checklist 1 – 2 weeks into session
  - At Risk Checklist 2 – 1 week before Census
  - At Risk Checklist 3 – halfway through session or at any other time as deemed necessary or if a student has been flagged by a trainer as being At Risk
- 4.3 At Risk Checklist 1:
- At Risk Checklist 1 is to be used 2 weeks into each session
  - The Course Progress Advisor must collect evidence of attendance, participation, email and LMS use, and assessment and/or Unit of Competency before they commence the checklist.
  - The Course Progress Advisor must also collect assessment outcome evidence for continuing students.
- 4.4 At Risk Checklist 2:
- At Risk Checklist 2 is to be used 1 week before Census
  - The Course Progress Advisor must collect evidence of attendance, participation, email and LMS use, assessment and/or Unit of Competency outcomes before they commence the checklist.
  - The Course Progress Advisor must work in collaboration with the administrative team to determine the outcome of the administrative items on the Checklist (eg. TFN, CHESSN, eCAF, payment, etc)
- 4.5 At Risk Checklist 3:
- At Risk Checklist 3 is to be used halfway through the session or at any other time as deemed necessary or if a student has been flagged by a trainer as being At Risk
  - The Course Progress Advisor must collect evidence of attendance, participation, email and LMS use, assessment and/or Unit of Competency outcomes before they commence the checklist.



- 4.6 If any items in any checklist are “No”, then the student is deemed at Risk, and the *Student Progression and Support Policy* is enacted.

## 5 Personal Support Plan

- 5.1 As per the *Student Progression and Support Policy*, a Personal Support plan will be created when a student is deemed “At Risk”.
- 5.2 The Course Progress Advisor, must complete the Vocational Personal Support Plan. The Personal Support Plan must:
- Include specific action items
  - Have realistic due dates
  - Have at least 3 action items
- 5.3 The Course Progress Advisor should invite the “At Risk” student and one of the student’s trainers to a meeting to go over the Personal Support Plan.
- 5.4 At that meeting, the due dates should be reviewed and agreed together and a follow up meeting date and time set.
- 5.5 If the student does NOT attend the meeting, the Course Progress Advisor is to email the student the Personal Support Plan with an explanation of why the plan is in place and the actions the students must complete.
- 5.6 Once the student has attended the meeting or been emailed the Personal Support Plan, the Course Progress Advisor must notify the Program Support Officer to change the student’s enrolment status as per the *Student Progression and Support Policy*.
- 5.7 The Course Progress Advisor must put a reminder in their Outlook to follow up with the student on their Support Plan on the meeting date set and/or at any other dates as indicated on the support plan.

## 6 Notifying Students of change of enrolment status

- 6.1 The Program Support Officer will use the appropriate email template (Referral, Restricted, or Excluded) to notify the student:
- That their enrolment status is changing;
  - The reason for the change;
  - Their rights and responsibilities; and
  - How to appeal (and attach the *Student Grievance Policy*).
- 6.2 The *Student Progression and Support Policy* must be followed at all times and enrolment statuses must follow the progression of Referral to Restricted to Excluded at all times.

## 7 Version Control Table

Version Control	Date Effective	Approved By	Amendment
1	1 July 2018	General Manager	First Version. Operationalising the Student Progression and Support Policy within Vocational Programs.

## **Schedule 1: Course Progress Advisors**

Pursuant to clause 15.1 of the Student Progression and Support Policy, the following staff members act as Course Progress Advisors within the Vocational programs:

- Program Managers
- Delegated trainers delegated by the Program Manager