

Overseas student visa requirements (monitoring overseas student progress, attendance and course duration) policy and risk intervention procedure

1.0 INTRODUCTION

1.1 In line with the National Code of Practice for Providers of Education and Training to Overseas Students - National Code 2018, Standard 8, Mint International College has specifically design this policy and procedure to ensure that Mint International College will:

- Monitor the course progress and attendance of each overseas student to ensure the overseas student is in a position to complete their VET course within the expected duration that is specified on the overseas student's CoE:
 - This is the responsibility of each Trainer assigned a timetabled VET group of International students
 - When monitoring their students, the Trainer will take into account each student's attendance, and their current course progress in completing their course of studies within the enrolment period of their CoE.
 - If the Trainer believes that a particular student is unlikely to complete their course of studies within the enrolment period of their CoE, the Trainer will evoke Mint International College's intervention strategy with the particular student; which they will document and place on the student's academic file; utilising the re-assessment and catch-up days in the timetable for this purpose.
 - The trainer will continue to monitor the student's course progress and attendance and if they believe, following the intervention, that the International student continues to be at risk of not making satisfactory course progress, the Trainer will arrange for Mint International College to inform the student in writing of its intention to report the student and that they are able to access Mint International College's appeal process within 20 working days.
 - At the end of this period, after the appeals process (if actioned) is finalised and upholds Mint International College's decision to report, the college will notify the Secretary of the Department of Education through PRISMS of the student not achieving satisfactory progress.
 - Where the student's is reported to the Department of Education via PRISMS, Mint International College will maintain a copy of this report on the student's file.

Note - The expected duration of study specified in the overseas student's CoE (issued by Mint International College) will not exceed the CRICOS registered duration for each particular course.

1.2 Mint International College will clearly outline and inform overseas students before they commence a course of the requirements to achieve satisfactory course progress and attendance (Mint International College will publicise this information on its web-site, Student handbook; and on its Course Pre-enrolment information sheets as well as its Course Brochures).

2.0 POLICY AND PROCEDURE

- 2.1** Mint International College’s Trainers will monitor and assess the course progress of each of their International students.
- 2.2** The Trainer will, on an on-going basis, evaluate each International student’s performance and progress course throughout the student’s period of study (CoE). On this basis, where necessary, the Trainer will evoke its intervention strategy that has been specifically designed to assist students in completing their studies within the expected duration on the overseas student’s CoE.
- 2.3** A Risk Intervention Meeting will explore alternative strategies so that the student is in a better position to achieve satisfactory course progress.
- 2.4** The intervention strategy may also include reducing the enrolment load of a student who is having difficulty in making satisfactory course progress. This may lead to an extension to the duration of a student’s course and the granting of a new CoE to reflect the extended period. Mint International College will record this variation and the reasons for it on the student file.

2.5 If the student attends the Intervention meeting:

- a) The outcomes of this intervention process will be recorded and placed on the student’s file with a copy provided to the student.
- b) Following the Risk Intervention meeting, the Trainer will continue to monitor the implementation of the strategy, and during this monitoring process if the Mint International College trainer believes that the student has not in good faith implemented the agreed strategy/s the Trainer will deemed that the student has failed to meet satisfactory course progress.
- c) If the agreed intervention strategy is breached by the student and at that time the Mint International College’s Trainers also assesses them as not being able to complete their study within their period of enrolment, the Mint International College Trainer will bring this to the notice of the Relevant Training Co-ordinator. The Relevant Training Co-ordinator will advise the Administrative Department that the student has breached their intervention strategy and that they should inform the student in writing of Mint International College’s intention to report them to DIBP for unsatisfactory course progress.

2.6 If the student does not attend the meeting:

- a) Mint International College Training Co-ordinator or Trainer will advise the Admin Department so that a letter (Non-Attendance at Intervention Meeting) can be sent to the student advising them that:
 - I. they failed to attend the scheduled meeting,
 - II. b) they are unlikely to achieve Mint International College course progress requirement of completing all units of competency within their enrolment period, and
 - III. c) that the student should contact Mint International College to reschedule the meeting within 14 days.

The Relevant Training Co-ordinator at the end of the 14 day period will advise the Administrative Department that the student has not established any contact and should inform the student in writing of Mint International College intention to report them to DIBP for unsatisfactory course progress.

- 2.7** Mint International College’s final written notice (of its intention to report the student for unsatisfactory progress) will inform the student that they can access Mint International College’s Appeals process and that they have 20 working days in which to do so. A student may appeal on the following grounds:
- i. Mint International College’s failure to record or assess a student’s evidence (S- Satisfactory) accurately,

- ii. Compassionate or compelling circumstances, or
- iii. Mint International College has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

2.8 Where a student's appeal is successful, the outcomes may vary according to the findings of the appeals process.

- i. If the appeal shows that there was an Mint International College error in recording or assessing a student's grade (S - Satisfactory or C - Competent) accurately and as a direct result the student actually made satisfactory course progress, Mint International College will not report the student, and there will be no further requirement for intervention.
- ii. If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support will be provided to the student through Mint International College's Student Supports Services, and Mint International College will not report the student.

2.7 Where:

- i. a student has chosen not to access Mint International College's appeals process within the 20 working day period, or
- ii. a student withdraws from the process, or the process is completed and results in a decision supporting Mint International College's (i.e. the student's appeal was unsuccessful)

2.8 Mint International College's Administrative Department will notify the Secretary of the Department of Education through PRISMS that the student is not achieving satisfactory course progress. A copy of this notification will be placed on the student's file.

3.0 REFERENCES

- ESOS National Code, Standard 8: Overseas student visa requirements

4.0 RELATED MINT POLICIES AND PROCEDURES

- Reporting International Students via PRISMS Policy and Procedure
- Complaints and Appeals Policy and Procedure

5.0 DEFINITIONS

Mint International College's Course Progress Standard: All International students are required to achieve competence in all Units of Competency for a course of study within the period of enrolment (CoE).

6.0 APPEALS

Students can appeal any decision made by Mint International College in relation to this policy and procedure in accordance with the Complaints and Appeals Policy and Procedure (as outlined in Standard 6 of Standards for Registered Training Organisations (RTO) 2015).