

Monitoring Academic Course Progress / Intervention Policy and Procedure

1. Purpose

The purpose of this policy and procedure is to monitor, record and assess the course academic progress of each international student in line with regulatory requirements. The process also outlines the intervention plan for students who have unsatisfactory course progress, student performance reporting and communication flow to ensure satisfactory student academic progress.

2. Policy Outline:

This policy supports 'Standard 8 – Overseas student visa requirements' of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

Mint International College monitors course progress for reporting its international students. Student attendance is also recorded in the Student Management System. In order to maximise the benefits of study and to achieve academic success, students are required to regularly attend their classes.

Definitions:

Student	Student
Satisfactory Course Progress	A student must complete units of competencies of the course within a specified timeframe.
Risk of Unsatisfactory Course Progress	A student is considered "at risk" of unsatisfactory course progress when the student has failed to maintain satisfactory course progress for the first time.
Unsatisfactory Course Progress	Continued failure to successfully complete or demonstrate competency in at least 50% or more of his/her non-placement component of allocated units of competencies in a term.
Monitoring	Refers to an active checking of course progress.
Recording Assessing	A documented record of the student's achievement within each unit Consider a student's demonstrated achievement, progress or competency in a unit of competency
Non-placement component	Class-based assessment tasks of a unit of competency. Note: Placement component must also be completed within required timeframes to complete the relevant units of competencies.
Trainer/Assessor	A person who is appointed for the unit of competency and responsible for the delivery to a group (class) of students. The Trainer/Assessor records and monitors student's academic performance and provides academic improvement advice to students at risk of not meeting

	satisfactory progress. The Trainer/Assessor refers students to Compliance team when the student fails to improve after initial counselling.
Admissions Manager	<p>Update's outcomes of communication sessions and agreed intervention strategies in intervention strategy record form and student file at the end of each term. The admissions manager is responsible for sending written notification to students who have unsatisfactory course progress and liaise with the Trainer.</p> <p>Communicates with relevant parties where applicable and responds to any enquiries or concerns by liaising with trainer and compliance department.</p> <p>Process extension of course application on PRISMS and ensures documentation is recorded in the student management system and student file.</p>

3. Responsibility and Accountability

	Task	Responsibility
1	Prior to the commencement of each registered course, prepare a student list that includes an enrolled in CRICOS registered courses for the study period and ensure all trainers have access.	Admissions Manager/Trainer
2	Notify trainer delivering CRICOS registered courses when the lists are made available and the critical dates for each study period by which the recording and monitoring of academic progress must be completed. Throughout the study period remind the trainer of the critical dates.	Admissions Manager/Trainer
3	Start of semester – Identify students who have not commenced their studies for the study period and update their Commencement status.	Compliance / Admissions Manager
4	Confirm students marked as non-commenced haven't been formally approved for late start. In the event that a student has not commenced their studies by the agreed starting date, it will be considered as 'student default'. Withdraw the student in accordance with the International Student Withdrawal, Transfer and Refund Procedure.	Compliance / Trainer/ Admissions Manager

5	Mid-semester – Assess the course progress of students on the Student List and identify students who are ‘at risk’ of not making satisfactory course progress requirements and may benefit from the activation of an early intervention strategy and update their Mid Semester Academic Progress status.	Compliance / Trainer/ Admissions Manager
6	Activate an intervention strategy, where appropriate, for students identified as being at risk of not making satisfactory course progress requirements.	Compliance / Admissions Manager
7	End of semester – Assess the course progress of students, identify students who have failed to make satisfactory course progress requirements, and update their End of Semester Academic Progress status.	Compliance /Admissions Manager
8	Where a student has been identified as not making satisfactory course progress for the study period, activate an intervention strategy through the following steps: <ul style="list-style-type: none"> - prepare a proposed Intervention Strategy using the Intervention Strategy template - Notify the student in writing that they have been identified as being at risk of not making satisfactory course progress and providing the proposed Intervention Strategy - Offer a time for the student to meet the Compliance Officer to discuss the proposed Intervention Strategy and academic course progress requirements - Adjust the proposed Intervention Strategy as appropriate to ensure that there has been careful consideration to the individual student needs and course requirements - Record the agreed Intervention Strategy, update the relevant Student List and notify the student and trainer informing them that the Intervention Strategy has been activated. 	Compliance /Admissions Manager
9	Where the student has been identified as not making satisfactory course progress, notify the student in writing of an intention to report to DoHA for unsatisfactory course progress.	Compliance /Admissions Manager
10	Where the student lodges an appeal, assess the case in accordance with the Academic Course Progress and Attendance Policy and determine if the appeal is successful.	Compliance /Admissions Manager

11	After 20 days (calendar days), if the student has not lodged an appeal, the student will be withdrawn from the list and the college due to student default, and reported to DHA via PRISMs in accordance with the International Students Withdrawal, Transfer and Refund Policy.	Compliance /Admissions Manager/CEO
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