McGibbon Institute of Trade and Business

Course Progress Policy and Procedures

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Purpose of the policy

This policy aims to ensure that McGibbon Institute of Trade and Business monitor domestic students to ensure that they can complete their courses within the duration specified on their Confirmation of Enrolment (CoE) and that timely intervention strategies are implemented for students who are at risk of failing to meet course progress or attendance requirements.

This policy applies to all domestic students enrolled with McGibbon Institute of Trade and Business under a student visa, and to all Trainers and Assessors delivering training and assessment to domestic students in qualifications within McGibbon Institute of Trade and Business's scope of registration.

This ensures compliance with Standard 8 of the National Code of Practice for Providers of Education and Training to domestic Students 2018.

Policy statements

Completion within the expected duration

- Domestic students must complete their studies within the expected duration specified on their Confirmation of Enrolment (CoE). The duration of the course, as specified on the student's CoE, will never exceed that registered on the RTO register.
- McGibbon Institute of Trade and Business has a documented course progress policy and procedure and will monitor, record and assess the course progress of each student for the course on which the student is currently enrolled.
- McGibbon Institute of Trade and Business monitors student progress to ensure students complete their studies within the expected duration specified on their Confirmation of Enrolment.
- McGibbon Institute of Trade and Business systematically monitors students' course progress and attendance according to the requirements of the training and assessment strategies.
- McGibbon Institute of Trade and Business clearly outlines and informs the domestic students about the course requirements before they commence the course, and, where applicable, attendance in each study period.
- McGibbon Institute of Trade and Business ensures to identify and offer support to students at risk of not meeting course progress or attendance requirements.

Course Progress

- Monitoring course progress encompasses satisfactory and unsatisfactory course progress, including a process for determining the point at which the domestic student has failed to meet course progress requirements.
- Course progress requirements are defined in relation to study terms and may include (but is not limited to), any combination of the following:
    - Satisfactory completion of certain assessment tasks or a certain number of assessment tasks
    - Achieving competency for certain units of competency or a certain number of units of competency

  Note: McGibbon Institute of Trade and Business considers 10 weeks as 1 study term, followed by a term break. Due to shorter duration courses, LEC monitors course progress weekly.
- Training and Assessment Strategy for each course outlines the standard requirements for students to be deemed competent in each unit, successfully leading to satisfactory course completion.

- Requirements are designed to uphold the academic integrity of the registered course and meet the requirements of the Training Products, with consideration to the length of the study period, number of units and assessment requirements of the course.
- Students are advised of course progress requirements at orientation, via the handbook, and through the information available on the website.
- Students who do not meet course progress or attendance requirements are at risk of having their visas cancelled.
- Where requirements are not met, McGibbon Institute of Trade and Business course progress monitoring procedures will be followed.
- McGibbon Institute of Trade and Business uses a range of methods to monitor course progress, including review of assessment tasks, participation in class activities and other measures of academic progress as defined in the procedures.
- All records of course progress are kept in the student's file.
- Students must also ensure that they abide by academic conduct requirements to ensure that they can complete their course in the expected duration.

Attendance

McGibbon Institute of Trade and Business does not report students based on attendance; however, it assesses attendance on a weekly basis. Reminders will be sent where the student is not participating in the training as per the timetables. An intervention strategy will be activated at any point where McGibbon Institute of Trade and Business feels that the student is at risk of failing to maintain satisfactory attendance, which could impact the course progress.

Intervention Strategy

- McGibbon Institute of Trade and Business ensures that it identifies, notifies, and assists students where there is evidence that they are at risk of not meeting course progress requirements.
- For students at risk of not meeting course progress requirements, an Individual intervention strategy will be developed based on the appropriate intervention strategy identified.
- An intervention strategy will include an interview with the student support team and/or trainers/assessors and may consist of one or more of the following strategies:
    - Advising students of opportunities for reassessment;
    - Reviewing learning materials with the student and providing information in a context they can understand;
    - Providing extra time to complete tasks;
    - Providing supplementary exercises to assist in understanding;
    - Attending counselling;
    - Receiving assistance with personal issues that are influencing progress;
    - Referral to external organisations where McGibbon Institute of Trade and Business is unable to address identified learning or academic issues; and/or
    - A combination of the above and/or a reduction in course load.

Extension to an expected course duration

- Extensions to the course duration specified on the CoE are only allowed where:
    - Compassionate or compelling circumstances apply, and demonstrable evidence is provided, which may include but is not limited to:
    - Serious illness or injury, where a medical certificate states that the student was unable to attend classes;
    - Bereavement of close family members such as parents or grandparents;

- Major political upheaval or natural disaster in the home country requiring emergency travel, and this has impacted the student's studies;
- A traumatic experience that has impacted the student, which could include involvement in or witnessing a serious accident and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports;
- Where McGibbon Institute of Trade and Business is unable to offer a pre-requisite unit;
- Where the student is unable to begin studying on the course commencement date due to a delay in receiving a student visa.

- Where a student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory course progress or meeting attendance requirements; or
- An approved deferral or suspension of studies has been granted.
- When the student can only account for the variation/s by extending his or her expected duration of study, this will be reported to the DET via PRISMS.
- All variations in the student's study load, including the reasons for the variation, will be recorded in the student's file.
- Where the duration of the student's enrolment is extended, McGibbon Institute of Trade and Business will advise the student to contact the Department of Home Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Reporting students

- Where a student has demonstrated unsatisfactory course progress in a study term despite interventions implemented, McGibbon Institute of Trade and Business will be required to report the student to DET via PRISMS. The student will receive a written notice informing them of the intention to report for non-satisfactory course progress and the reasons for the intention to report.
- Students have the right to appeal against this decision as per McGibbon Institute of Trade and Business's Complaints and Appeals Policy and Procedure. If the student chooses to access this process, the student will not be reported until this process is complete.
- McGibbon Institute of Trade and Business will only report unsatisfactory course progress in PRISMS if:
  - The internal and external complaints processes have been completed, and the decision or recommendation supports the registered provider;
  - The domestic student has chosen not to access the internal complaints and appeals process within the 20 working day period;
  - The student has chosen not to access the external complaints and appeals process; or
  - The domestic student withdraws from the internal or external appeals processes by notifying the registered provider in writing.
- All records, including intervention strategies, warning letters, and the notice of intention to report, will be documented and saved.

Procedures

Procedure	Person Responsible

Monitor course progress
● Assess and monitor students' course progress in relation to the course progress requirements set out in the Training & Assessment Strategy through:
  ● Reviewing class participation through attendance records
  ● Evaluating self-paced learning activities and discussions in class
  ● Evaluating assessments
● Keep records of progress in each student's record.
● A student at risk is identified by the number of units assessed as 'Competent' within each stage – that is, a student must be deemed 'Competent' in at least 50% of the total number of units assessed throughout each stage of the study period (term).
	Trainers and Assessors
	
	Student Support/Administration Department

Unsatisfactory course progress – Stage 1 ● Where a student's course progress is unsatisfactory (the student is not 'Competent' in 50% of the total number of units assessed in a particular term), send a First Warning Letter and invite the student to attend a meeting to develop an intervention strategy. ● Discuss the reasons for the unsatisfactory course progress with the student and agree on an appropriate intervention with the student. ● Inform students of the implications of amending their CoE, if applicable. ● Record outcomes of the meeting in the Intervention Strategy Form. ● Ensure the student signs the Intervention Strategy to state that they agree to the intervention strategy. ● Implement intervention strategy. ● Advise the student that if they continue to demonstrate unsatisfactory course progress, they will receive a Second Warning Letter for unsatisfactory course progress.	Trainers and Assessors Student Support/Administration Department
A. Monitor student's progress following the first warning ● Monitor the student's progress by meeting with relevant trainers/assessors to discuss the intervention approach and adjust as needed. ● Review and update the Intervention Strategy as required. ● Discuss revisions with the student. ● Implement any additional or revised interventions immediately.	Trainers and Assessors Student Support/Administration Department
Unsatisfactory course progress – Stage 2 ● Where the student continues to fail to demonstrate satisfactory course progress as evidenced through course progress monitoring, send a Second Warning Letter to the student, inviting them to a meeting. ● At the meeting, discuss the reasons for continuing unsatisfactory course progress and discuss further intervention required. Amend the Intervention Strategy as needed.	Trainers and Assessors Student Support/Administration Department

• Advise the student that if they continue to demonstrate unsatisfactory course progress, they will receive a Notice of Intention to Report for Unsatisfactory Course Progress.	
Inform the student of the intention to report following continuing unsatisfactory course progress • Continue to monitor course progress. If the student is still not meeting course progress requirements despite implemented interventions, send the student a notice of intention to report them via PRISMS. • This notice must be sent to the student's email. • In the same letter, inform the students of their right to access McGibbon Institute of Trade and Business's Complaints and Appeals process and that they have 20 working days from the date specified in the letter to do this. • Students who choose to access this process will not be reported if they appeal within 20 working days. Students must continue to attend classes during the appeals process as specified in McGibbon Institute of Trade and Business's Complaints and Appeals Policy and Procedure. • A copy of the letter and any other relevant documentation will be placed in the student's file.	Trainers and Assessors Student Support/Administration Department
E. Following the Notification of Intention to Report • If the student does not appeal against the decision to report them, or if their appeal is unsuccessful, or if they withdraw from the process, report the student via PRISMS for breach of course progress requirements.	Trainers and Assessors Student Support/Administration Department
A. Monitor and record attendance • Record students' attendance in the Attendance Sheet and submit the Attendance Sheet at the end of each week to the Student Support team. • Note: McGibbon Institute of Trade and Business does not report student attendance; it monitors class participation weekly using attendance records.	Trainers and Assessors Student Support/Administration Department

Document Control

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