

# **International Student Course Progression Policy**

'Careers Australia Group (CAG)' refers to Careers Australia College of Healthcare, Careers Australia Institute of English, Careers Australia Education Institute and Careers Australia Institute of Training.

## **1. Policy**

Careers Australia Group (CAG) must monitor, record and assess the course progress of each student for the course in which the student is currently enrolled. This ensures students are in a position to complete their course within the expected duration as specified on the student's CoE as required under the National Code 2007. This policy has been developed in accordance with the DEEWR and DIAC approved Course Progress Policy and Procedure.

### **Study Period**

Study periods for each entity within CAG are defined as follows and reflected in each timetable:

- **CAIT** – terms
- **CAIE** – terms
- **CACH** – stages
- **CAEI** - stages

CAG delivers courses with a competency achieved grade required for all assessments in each study period before the student can progress to the next study period. Students who do not achieve competency for any unit within a study period are required to repeat the unit of competency in the following study period because each study period's content in some part fulfils pre-requisite requirements for the following study period's content under the packaging rules for the qualification. Each of the study periods constitutes compulsory study periods for all students.

### **Unsatisfactory Course Progress**

At the end of each study period CAG administration staff assesses each student's progress using the Student Performance - Course Progression report in VETtrak . Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the competencies undertaken in that study period.

### **Time to complete course**

Students are permitted further time to complete their course under National Code 2007, Standard 9.2, in the following circumstances:

- compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit);
- the registered provider implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress; or
- an approved deferment, intermission or suspension of study has been granted under Standard 13 .

When there is a variation in the students enrolment load resulting in a student needing further time to complete their course, a student may be issued a new Confirmation of Enrolment (CoE) to apply for a new student visa.

Except in the circumstances outlined above, the expected duration of study specified in the student's COE will not exceed the CRICOS registered course duration.

**Intervention Strategy**

CAG also has an intervention strategy for any student who is not making satisfactory course progress. All staff and students are issued with the Intervention Strategy Procedure during induction and orientation. CAG believes early intervention will achieve a more successful outcome. CAG will record students' attendance and will use this information to inform the institute if an early intervention strategy is needed. Individual student attendance will be recorded on the VETtrak student management system.

At the end of each compulsory study period, students are assessed for course progress. Failure to meet the requirements for the study period will automatically result in application of the Intervention Strategy at or before the commencement of the next study period (during which the student will be repeating the earlier study period content). Student administration will run a report at the end of every study period to determine if a student has achieved competency in at least 50% of the course requirements in that study period.

**Written Notice**

Students who are deemed to have failed to meet satisfactory course progression in a second consecutive study period will be issued with a written notice. The written notice (of intention to report the student for unsatisfactory progress) informs the student that he or she is able to access the Complaints and Appeals Procedure and that the student has 20 working days in which to do so.

Student may appeal on the following grounds:

- CAG's failure to record or calculate a student's marks accurately,
- compassionate or compelling circumstances, or
- CAG has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

Where the student has chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider (ie. the student's appeal was unsuccessful) CAG will then notify the Secretary of DEST through PRISMS as soon as practicable of the student not achieving satisfactory course progress.

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

If the appeal shows that there was an error in calculation, and the student actually made satisfactory course progress (successfully completed more than 50% of the course requirements for that study period), CAG will not report the student, and there is no requirement for intervention.

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 the intervention strategy, and CAG will not report the student.