

## Monitoring Course Progress

ANIMT records and assesses the progress of each student for each unit and cumulatively at the end of each study period. A study period is defined as a Term (e.g. 15 weeks of study).

Satisfactory progress is achieved when an international student successfully completes the assessment requirements for each unit or cluster of units within the timeframes specified in the course timetable/ information.

Where a student is identified at risk of not making satisfactory course progress, ANIMT will contact the student and arrange a meeting with DoS and Trainer/Assessor, to implement ANIMT's intervention strategies as outlined below.

## Monitoring Procedure

Student work is assessed by the trainer who then forwards a summary of the outcomes to the Student Support Manager/DoS. The outcome for each unit is entered into the RTOManager (Student Management System). The RTOManager (Student Management System) provides a cumulative student record for each unit. A progress report can be run at any time but will certainly be run at the end of each Term. This will identify any student who is failing to successfully complete any unit requirements as specified in the course timetable, delivery and assessment schedule and eCOE. This report is provided to the Director of Studies (DoS) who will speak with the trainer and the student in the first instance to identify whether the student is in danger of not achieving satisfactory progress. DoS may investigate the reason behind student's failing the unit/s and assessments as well.

Any student identified through this process of being at risk of not achieving satisfactory progress will be contacted in writing and called to a meeting with DoS. At the meeting session, the DoS will, in consultation with the student and trainer, establish a support/intervention program to help the student achieve satisfactory progress. Strategies will be determined on a case-by-case basis and will take into account the student's current and previous results, attendance records and any previously implemented intervention/counselling strategies. The resulting strategy will be communicated to the student in written letter/email.

Strategies may include any of the following:

- Attending a 'makeup' session
- English language support for technical assignments and comprehension
- Assistance with academic skills such as writing essays and report writing

- Attending a study group, if any and with the consent of student
- Additional practical workshops to hone practical skills
- Referral to external agencies (e.g. ELICOS).

The implementation of the support/ intervention strategies may be requested by the trainer or the student too at any time throughout the course if concerns are held about progress, lack of participation in tuition activities or any other indication e.g. consistent delay in submission of assessments. The DoS will consider any such request.

A summary of the support/ intervention action to be implemented will be recorded on the Student Support Intervention record and placed in the Student file. Notes on any meetings that occur will also be noted in the student management system and kept on the student's file.

Implementation of the strategy will be followed-up. DoS will check the student's activities time to time and decide whether the strategy is achieving its purpose.

A student will not be reported for unsatisfactory progress until after the support/ intervention strategy has been implemented and enough time has been allowed for the strategy to run its course.

If a domestic student does not make a satisfactory progress in the course and is not attending the class after implementing various improvement strategies, the DoS in consultation with C/PEO will take a further decision about the student's enrolment status continuation or cancellation.

### **Unsatisfactory Course progress**

Unsatisfactory course progress is defined as a student failing to successfully complete and achieve competency in 50% or more of the course requirements in that study period (e.g. in one term).

Where an international student is assessed as having made unsatisfactory progress **for two consecutive study periods** even after implementation of the support/intervention strategy ANIMT will report the student to the Secretary of the Department of Education through PRISMS and the student's Confirmation of Enrolment (CoE) will be cancelled. This may also result in the cancellation of the student visa.

### **Reporting unsatisfactory progress**

Before making the unsatisfactory course report to the Department of Education (DET), Student Support Manager in consultation with the DoS will notify the international student in writing of

the intention to report and advise the student they have 20 working days to access ANIMT appeals process prior to being reported. During any such period, the student's enrolment is kept current.

A student will not be reported until the outcome of any appeal has been finalised and the appeal has been successful (in favour of student); or the student does not access the appeals process during this 20-day period; or the overseas student has chosen not to access the external complaints and appeals process; or the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

The student may appeal the decision to report them to the Department of Education and Training on the following grounds:

- A competency decision has been inaccurately recorded or calculated.
- Compassionate or compelling circumstances.
- The intervention strategy has not been implemented appropriately according to ANIMT's own documented policy and procedure.

ANIMT will issue a Statement of Attainment detailing the units student has previously achieved competency in and provide to the student, who has been reported to DET.

If a domestic student continues to progress unfairly, in terms of completing the course and attending the class after implementing various improvement strategies, the DoS/CEO will take further decision about the student's enrolment status.

If a domestic student is availing the course using Centrelink payment, then the failure to complete the course and attend the class, even after implementing various improvement strategies, shall be reported to student's respective case officer.

## **Completion within Expected Duration**

ANIMT will monitor the progress of each overseas student to ensure the overseas student is in a position to complete the course within the expected duration specified on the overseas student's CoE. ANIMT monitors, records and assesses the progress of each student for each unit of competency and cumulatively at the end of each Term. The expected duration of study as specified on the CoE of overseas students must not exceed the CRICOS registered duration for the course except in cases where the expected duration has been extended with the ANIMT approved criteria as listed below.

Where it is clear that an overseas student at ANIMT will not complete the course within expected duration as specified on the CoE ANIMT will only extend the duration of the study for the reasons listed below:

- Compassionate or compelling circumstances on the basis of demonstrable evidence
- ANIMT being unable to offer a pre-requisite unit
- The implementation of the ANIMT support/intervention scheme
- ANIMT is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements
- An approved deferment or suspension of study

If there is a variation to the student's timetable and workload (e.g. transition to an updated unit released in training.gov.au) which may affect the completion date, it will be recorded on the students file and in the RTO Manager (ANIMT Student Management System). If this change to an overseas student's work load means that the student's period of study has to be extended, ANIMT will report the change via PRISMS and issue a new CoE.

Compelling or compassionate circumstances are defined as things outside of the control of the student and which may have an influence on the student being able to complete their study program under the original CoE. They include things such as:

- Serious illness or injury. A medical certificate is needed stating the student is unable to come to class.
- Death of a close family member.
- Major political unrest in home country or natural disaster.
- The student being witness to a crime or having a crime committed against them.
- ANIMT being unable to offer a pre requisite unit.

Where an incident has occurred and the support mechanism has been put in place the intervention strategy will monitor any difficulty the student may have to complete within the expected duration of the course.

If ANIMT extends the duration of the student's enrolment, ANIMT will contact the student within 7 working days in written to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.