221 Student’s Academic Progress

Effective Date: 19th March 2015
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Approved by: Nicolaas Bagijn

1. Policy Statement

1.1 Students are required to submit assessments by the due date provided for that unit of competency.

Students who present assignments by the due date will receive feedback on their work in a timely manner for them to benefit in preparing for the next assessment task. Feedback to students will be objective and focused on assisting them to understand how they can improve the quality of their work, and delivered as soon as possible after the assessment.

a. Students who submit an assessment that does not adequately demonstrate their competence or is significantly incomplete, will be marked as NS (for individual assessments) or NC (if there is one assessment item).

b. Students who do not submit assessments within the required time will be marked as NS (for individual assessments) or NC (if there is one assessment item).

c. A second opportunity to complete an assessment to demonstrate competence will then be given to the student. This opportunity will not incur a penalty, provided the second submission is deemed competent and handed in by the due date (to be decided by the teacher, based on individual student factors).

d. If a student does not pass their second attempt at an assessment or examination then a ‘NC’ will be recorded and the student will be required to pay a “Third Submission fee” of $50 (per assessment not completed in two attempts).

e. If a student does not pass their third attempt at an assessment or re-examination then a ‘NC’ will be recorded and the student will be required to re-enroll in the unit and pay the...
appropriate tuition fee.

f. Requests for extensions must be **made in writing a minimum of one week prior to the due date** of that unit of competency, to the student’s teacher for consideration. Only students that demonstrate exceptional circumstances will qualify for an extension. Students can access the complaints and appeals policy if they are unhappy with a result or feedback received.

1.2 Students are required to achieve a course progress rate of 50%

Following on from 1.1, ABS trainers monitor, record and assess the course progress of each student for each unit of competency within the course for which the student is enrolled. At the end of each term, students who are failing to meet a course progress rate of 50% will be counselled in the first instance by their trainer. Where a student has, or is at risk of failing to meet this benchmark, trainers will:

   a) Contact and counsel identified students in a confidential manner, seeking assurances they will endeavor to improve their progress through additional effort by the student, additional assistance from the trainer or a combination of these. **The trainer will set in place a ‘Student Action Plan’ that will allow for a student to reach necessary benchmarks within a timeframe suited to the student’s academic level and circumstances.**

   b) Advise students that failure to meet the requirements of the Action Plan will result in an interview with the Director of Studies.

   c) If in 2 weeks the student is failing to meet the requirements of the Action Plan, the trainer advises the DoS via email of the following:

      I. Student name, number and course
      II. Number of subjects delivered and number of assessments submitted and marked competent
      III. What action has been taken thus far (eg: talking to student etc) and when this was
      IV. What came from that meeting.

   d) The DoS will then notify the student and seek an interview with that student to discuss options and consequences.

   e) If in 2 weeks from this meeting the student is still failing to meet the requirements of the Action Plan (or immediately if the student does not attend the interview), the DoS will then notify the student in writing of ABS’s intention to cancel their CoE and report the student for not achieving satisfactory course progress.

   f) The written notice will inform the student that he or she is able to access the registered
provider’s complaints and appeals process and that the student has 20 working days in which to do so.

g) If the student does not submit any viable reason for the cancelation to be stopped, and has chosen not to access the complaints and appeals processes within the 20 working day period, ABS will cancel that student’s CoE and notify Immigration through PRISMS that the student is not achieving satisfactory course progress as soon as practicable.

2. Purpose

This document sets out the policy of the Australian Business School on the academic progress requirements of each student, the role of the student’s teacher, the role of the school administration and the procedures to be followed.

3. Scope

This policy applies to all ABS students undertaking VET courses.

4. Definitions

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ABS</td>
<td>Australian Business School</td>
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<tr>
<td>Enrollment</td>
<td>Students who enter a contract of training with ABS</td>
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<tr>
<td>eBECAS</td>
<td>ABS’s Student Management System</td>
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<td>DoS</td>
<td>Director of Studies</td>
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<tr>
<td>COE</td>
<td>Confirmation of Enrolment (duration of the students enrolment)</td>
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<tr>
<td>Course</td>
<td>The qualification that the student is enrolled in</td>
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<tr>
<td>VET</td>
<td>Vocational Education &amp; Training</td>
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5. Procedures

5.1 INDUCTION: Information relating to course progress must be provided to staff and students at their induction, including but not limited to:

a) The importance of submitting assessments by the due date;
b) The requirement for achieving satisfactory course progress of at least 50% during the CoE;
c) The intervention action for students at risk of failing to achieve satisfactory course progress; and
d) The notification of students that have failed to meet satisfactory course progress requirements.
5.2 MONITORING:

Due dates:
Teachers will make the due dates very clear to all students and monitor the submissions for compliance with those dates. As per the Policy Statement at 1.1 of this document:

a) An assessment item submitted before the due date which is deemed NS or NC, will require feedback to the student and a second submission by a date determined by that teacher;

b) Failing to submit an assessment item prior to the due date means that original submission is automatically to be considered a second submission for the purpose of any other issues;

c) Following a) or b), if the second submission is deemed NS or NC, a third assessment submission will only be assessed upon the receipt of a $50 “Third Assessment Fee” from that student; and

d) An NS or NC resulting from that third submission will require the student to re-enroll in that unit of competency, at cost comparable to the cost of the qualification divided by the number of units it requires.

50% Academic Progress:
Teachers will monitor the progress of their students and at the end of each term, identify students who have failed to submit or deemed not yet competent in 50% or more of the units attempted in any term. Where a student has, or is at risk of failing to meet this benchmark, teachers will:

e) Contact and counsel identified students in a confidential manner, seeking verbal assurances they will improve their progress through additional effort by the student, additional assistance from the teacher or a combination of these.

f) Advise student that failure to improve this rate of progress will result in an interview with the Director of Studies.

g) If in 2 weeks the student has not submitted any additional assessment items, advise the Dos via email of the following:

V. Student name, number and course;
VI. Number of subjects delivered and number of assessments submitted and marked competent;
VII. What action has been taken thus far (eg: talking to student etc) and when this was;
VIII. What came from that discussion.

h) The DoS will then notify the student and seek an interview with that student to discuss reasons, consequences and options for the student.
i) If in 2 weeks from this meeting the student does not submit any further assessment items (or immediately if the student does not attend the interview) the DoS will then notify the student in writing of its intention to cancel their CoE and report the student for not achieving satisfactory course progress.

j) The written notice will inform the student that he or she is able to access the registered provider’s complaints and appeals process and that the student has 20 working days in which to do so.

k) If the student does not submit any viable reason for the cancellation to be stopped, and has chosen not to access the complaints and appeals processes within the 20 working day period, ABS will cancel that student’s CoE and notify Immigration through PRISMS of the student not achieving satisfactory course progress as soon as practicable.

6. Responsibilities

6.1 Student – To attend school and progress
6.2 Teacher – To monitor attendance and progress / keep student and DoS appraised as needed
6.3 Administration – To send letters to students as needed
6.4 DoS – To re-inforce this at induction and act when teachers advise of poor progress of a student
6.5 Marketing – To ensure enrolment materials emphasise importance of course progress

7. Documentation

7.1 Training Plan (Hard-copy or on eBECAS)
7.2 Email template Teacher to DoS
7.3 Email template DoS to Student
7.4 Student Action Plan
8. Flowchart

**DUE DATES**

<table>
<thead>
<tr>
<th>FIRST NS / NC</th>
<th>SECOND NS / NC</th>
<th>THIRD NS / NC</th>
</tr>
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<tbody>
<tr>
<td>(a) An assessment item submitted before the due date but is deemed NS</td>
<td>Second submission is received, assessed and deemed S or C</td>
<td>Student must re-enroll in that unit of competency to be considered for any further assessment</td>
</tr>
<tr>
<td>Student provided with feedback and advised to Re-submit</td>
<td>Yes</td>
<td>Completed Feedback Recorded</td>
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<tr>
<td></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Marked as S or C</td>
<td>Third submission is received, assessed and deemed S or C</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>(b) Failing to submit an assessment item prior to the due date is deemed NS</td>
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**FIR FIRST NS / NC**

- **SECOND NS / NC**
  - Yes: Completed Feedback Recorded
  - No: Marked as S or C

**THIRD NS / NC**

- Yes: Student provided with feedback and advised to Re-submit. This will be marked when $50 Fee is paid.
- No: Student must re-enroll in that unit of competency to be considered for any further assessment.
Teachers monitor the progress of their students and identify those under or at risk of falling under 50% complete.

Teacher speaks or emails student and seeks explanation and commitment to progress.

Student Action Plan prepared and commits to submit items by a set date. **Submits on time**

- **Yes**: Continue to monitor
- **No**: Email DoS and advise details

**Student progresses**

**Student emailed and advised of issue and directed to attend meeting with DoS at set date and time**

- **Yes**: Student attends, meeting held, documented and Trainer advised by DoS
- **No**: Email DoS and advise details

**Student is sent a letter advising that ABS is cancelling CoE. Has 20 days to appeal**

**Student attends, meeting held, documented and Trainer advised by DoS**

**Yes**