

Pacific College of Technology

Course progress policy for students

1. Pacific College monitors students' progress in the course in which they are enrolled. The College will assess student course progress every term. The College will identify 'at risk' students who are likely to 'fail' in meeting the course progress requirements and notify them of this situation, offering them counselling and assistance in completing course requirements.
2. In the case of a student failing to meet course progress requirements even after the provision of counselling and assistance, the College will notify them of intent to report them to DIAC for breach of student visa conditions and/or cancel their COE. Students will be advised that they may access the College appeals process if they wish to, and have 20 working days in order to do so.
3. If the student does access the appeals process, any reporting to DIAC or cancellation of COE will be suspended until the outcome of the appeals process. If the outcome affirms the decision of the College, the College will proceed to report the breach to DIAC and/or cancel COE. If the outcome affirms the appeal of the student, the student will be allowed to continue to study.

Procedure:

1. The requirements of course progress

(Attendance + satisfactory academic performance)

- a. Students must attend at least 50% percent of class each term. The college considers failure to do so as an act of misconduct according to college regulation.
- b. Students must not miss more than 15 consecutive classes except when granted leave or due to extenuating circumstances. The college considers such absenteeism as an act of misconduct according to college regulation.
- c. Students must be 'competent' in at least 50% of the units enrolled each term. Example: competent in 1 among 2 units enrolled or 3 among 5 enrolled.
- d. To be competent in a unit, students must successfully complete all requirements of assessment for that unit.
- e. If a student fails to achieve a 'competent' grade in any particular unit, they may elect to request re-assessment of the work they have submitted for that unit. Where necessity requires a student to undertake supplementary assessment in order to prove their competence, they must pay a "re-assessment fee".
- f. If a student fails to achieve a 'competent' grade after re-assessment, the student will be allowed to repeat the unit in full. This repeat is only available for one time per unit and the student must pay a "repeat fee" as specified in the Administrative/services charges available at reception.
- g. Ultimately, students must be deemed competent in at least 50% of enrolled units during any two term period in order to be regarded as making satisfactory academic progress, and therefore able to continue their studies at Pacific College.

2. Monitoring and recording course progress

The following procedure is implemented to assess course progress of the students enrolled in this college.

a. Attendance

- i. Attendance is taken on a daily basis by trainer/assessors, and the subsequent data is entered into the database on a weekly basis.
- ii. If a student is non-compliant (having attendance of less than 50% during term) the SCO sends the student a First Warning by SMS. Students must have a meeting with the SCO as per clause 3 of the college Course Progress Policy.
- iii. If a student's final term attendance is of less than 50% at the end of term, the SCO sends a Final letter/email to the student informing them of the College's intent to cancel their COE as per clause 4 of the Course Progress Policy.
- iv. If AT ANY TIME a student is absent for 15 consecutive classes, the SCO will send an SMS immediately. Students must have a meeting with the SCO as per clause 3 of the college Course Progress Policy. If the student does not return to class within 10 working days of the SMS being sent, the SCO sends a Final letter/email to the student informing them of the College's intent to cancel their COE as per clause 4 of the Course Progress Policy. If the student does return to class within 10 working days, they must still fulfill the requirement of 50% term attendance and procedure is followed as per clause 2.a.iii of the college Course Progress Policy.

b. Academic Performance

Ongoing progress monitoring

- i. Trainer/Assessors record performance of individuals as and when assessment takes place according to unit requirement.
- ii. These results are provided to the SCO.
- iii. The SCO compiles a list of 'at-risk' students and initiates intervention strategies by sending an SMS requesting that an appointment be made with the SCO.
- iv. Intervention strategies offering academic and personal counseling are put into action for each 'at-risk' students as outlined in Clause 3 of the college Course Progress Policy.
- v. Intervention strategies for each student are recorded in the student's hardfile and in the database.
- vi. Effectiveness of the intervention strategy will also be recorded in the student's hardfile.
- vii. Any case management meeting will be recorded in the student's hardfile.

End of term progress monitoring

- i. At the end of the term, the academic performance of every enrolled student is assessed by Trainer/assessors. Results are provided to the SCO.
- ii. The SCO compiles a list of final warning students. Final warning students are students who were previously at-risk during the prior term and have failed to become competent in 50% of the units over the last two term period.
- iii. The SCO provides the list of final warning students to the Registrar.
- iv. The Registrar affirms that intervention strategies have been implemented but students have still not become competent in more than 50% of units over the last two term period. The SCO will then follow reporting procedures as outlined in Clause 4 of the college Course Progress Policy.

3. Intervention Strategy

- a. The college will follow this intervention strategy to assist students with poor academic performance and attendance and who are at risk of failing to achieve satisfactory course progress
 - i. Notification to student:
 - a. Verbal feedback and instruction by trainer/assessor
 - b. Notification by e-mail or SMS requesting that an appointment be made with the SCO
 - ii. An initial case management meeting is held between the student and SCO to address issues related to course progress and to discuss strategies for achieving satisfactory course progress. Strategies may include:
 - a. Review of course suitability for student
 - b. Agreement on revised study plan
 - c. Access to catch-up classes
 - d. Suggestions on time management and study techniques
 - e. Referral to counselor (external)
 - iii. Outcomes of the meeting shall be recorded in the student's file using the Counseling Record Sheet. Both the SCO and student are required to sign the Counseling Record Sheet in order to acknowledge the following:
 - a. Proposed and agreed strategy for achieving satisfactory course progress
 - b. Information on failing to achieve satisfactory course progress and its implications on student visa has been provided
 - c. Information on appeals process has been provided

4. Reporting to DIAC via PRISMS/Cancellation of COE

Attendance

- a. Students who fail to meet the course progress requirement after the first warning or intervention strategy will be sent a letter notifying them of the College's intention to cancel their COE.
- b. Students will be given 20 working days to access the College appeals process.
- c. Possible outcome of appeals process:
 - i. An error is made in calculation and the student is deemed to have made satisfactory course progress. The decision to cancel COE will be withdrawn and the student will be allowed to complete their study.
 - ii. The student is deemed to have not made satisfactory course progress because of compelling and compassionate circumstances. The decision to cancel COE will be withdrawn and the student will be allowed to complete their study.
 - iii. The appeals process rejects the claim of the student due to not fulfilling the circumstances described in i, or ii, and the student's COE is cancelled.
- d. If the student does not access the appeals process within 20 working days, the student's COE is cancelled.

Academic Performance

- a. Students who fail to meet the course progress requirement after the first warning or intervention strategy will be sent a letter notifying them of the College's intention to report them to DIAC.
- b. Students will be given 20 working days to access the College appeals process.
- c. Possible outcome of appeals process:
 - i. An error is made in calculation and the student is deemed to have made satisfactory course progress. The decision to report will be withdrawn and the student will be allowed to complete their study.
 - ii. The student is deemed to have not made satisfactory course progress because of compelling and compassionate circumstances. The decision to report will be withdrawn and the student will be allowed to complete their study.
 - iii. The appeals process rejects the claim of the student due to not fulfilling the circumstances described in i, or ii, and the student will be reported by the College to DIAC.
- d. If the student does not access the appeals process within 20 working days, the College will report the student to DIAC.

Summary and Flow chart: Course progress policy

Requirements:

1. **Students must attend a minimum of 50% percent of class each term.**

Monitoring:

Activities	Responsible person
1. Attendance is monitored and recorded on a day by day basis.	Student contact officer
2. First warning - SMS - sent during term if attendance is below 50%. Meeting with SCO is required.	Student contact officer
3. Intervention strategy is implemented with details of agreement recorded in the student's file.	Student contact officer
4. Final notification – letter or email – sent at end of term if a students final term attendance is less than 50% of classes and stating 20 working days to access the college's internal appeals process.	Student Contact officer in collaboration with Registrar
5. Follow procedure for cancellation of COE	SCO in collaboration with Principal or Registrar

2. **Students must not miss more than 15 consecutive classes except when granted leave or due to extenuating circumstances.**

Monitoring:

Activities	Responsible person
1. First warning – SMS - as soon as the missing of 15 consecutive classes is counted. Meeting with SCO is required.	Student contact officer
2. Final notification – letter or email – sent after 10 working days of when the first warning was sent if the student has not returned to class. This states 20 working days to access the internal appeals process.	Student contact officer
3. Follow procedure for cancellation of COE	SCO in collaboration with Principal or Registrar

3. **Students must be 'competent' in at least 50% of the units enrolled each term.**
Example: competent in 1 among 2 units enrolled or 3 among 5 enrolled.

Monitoring:

Activities	Responsible person
1. Early warning – SMS – sent during term if a student is "at-risk" of not achieving 50% competency in units enrolled for the term.	Student contact officer
2. Meeting with SCO required. Intervention strategy is implemented with details of agreement recorded in the student's file.	Student contact officer
3. Final notification – letter or email – stating 20 working days to access the internal appeals process. Sent at the end of any two term period where a student has failed to become competent in at least 50% of enrolled units.	Student contact officer
4. Follow procedure for reporting	SCO with Principal or Registrar