1. Contents

2. Description and Scope

IHNA is committed to the delivery of high quality training outcomes for students through the regular monitoring and assessment of student progress and through the provision of high quality support. These instructions set out the means by which IHNA meets that commitment, and ensures that the requirements of the regulatory authorities are met. The student participation and progress are monitored in a collaborative manner with external stakeholders where applicable. This policy is applicable to all enrolled students in all vocational education courses provided by IHNA.

The monitoring of student participation and progress is an important strategy to assist students to achieve their course outcomes by;

a. Allowing for the early identification of students whose academic progress is less than satisfactory and who may need appropriate learning support, resource and assistance; and

b. Identifying and excluding students who continue to make unsatisfactory progress

c. Including the strategy for early exit from a qualification

3. Responsibility

Director, Curriculum Development and Compliance has the overall responsibility of this policy. Other responsibilities are outlined within the policy.

4. Definition

Satisfactory Progress: The condition in which a student is making measurable progress toward the completion of a course of study, according to the standards of the institution and the course requirements in which the student is enrolled.

5. References

Title	Document Identifier	Location
Daily Student Attendance Records	IHNA-Form-DSAR, IHNA-Form-DAR-CC	SharePoint/IHNA/QMS/Forms
Training Plan and Comprehensive Assessment Record	IHNA-Form-TPCAR	SharePoint/IHNA/QMS/Forms

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Title	Document Identifier	Location
Learning Contract VET Courses	IHNA-Form-LC VET	SharePoint/IHNA/QMS/Forms
Assessment Policy	IHNA-Poli-AP-RTO	SharePoint/IHNA/QMS/Policies and Procedures.
Notice of intention to terminate an enrolment for unsatisfactory course progress	IHNA-Temp-ETFUCP	SharePoint/IHNA/QMS/Forms

6. 'Training Plan and Comprehensive Assessment Record' & Learning Contract.

The Training Plan and Comprehensive Assessment Record (IHNA-Form-TPCAR) is given to the students at the beginning of the course and is kept in the student management system and is reissued to the student at the end of each unit. This record will be completed by educator/ assessor/ coordinator and student during the course and will monitor the progress of the student. In case the student is deemed 'not satisfactory' for any assessment or NYC for any unit, they should be put on a Learning Contract. Attach the Learning Contract with the Training Plan & Comprehensive Assessment Record once completed.

7. Monitoring of student progress

IHNA will monitor, record and assess the progress of each student. IHNA has in place the following strategies to identify students at risk of not making satisfactory progress and those with special language and literacy needs.

1   The trainer/assessor records attendance of each class as per the Daily Students Attendance Records (IHNA-Form-DSAR and IHNA-Form-DAR-CC) for face to face mode of delivery.

2   For VET courses progress will be monitored at the end of every unit. The Trainer/ Assessor will inform the Training Manager of students identified as at risk and those students will be subject to IHNA's intervention strategy.

3   Participation and progress in face to face mode of delivery will also be monitored through participation in classroom activities and completion of assessments.

4   Participation and progress in self-paced learning such as E-learning or distance learning courses will be monitored through the activity report recorded online. Students will be enrolled in one unit of competency and its satisfactory completion is required to proceed with the next unit of competency. Online or distance learning schedule will be developed with the student and recorded in the Training Plan and Comprehensive Assessment Record upon enrolment. Progress through online learning and the completion of assessments will also be used to monitor student progress. The assessor will monitor the student's online learning activities on a weekly basis.

5   Students who are marked 'not satisfactory' on a second attempt will be subject to IHNA's intervention strategy.

8. Intervention and support strategy

Information concerning IHNA's intervention and support strategy will be made available to staff and students through induction.

Students identified as having attendance issues, at risk behaviour or not making satisfactory progress will be contacted within one working day of identification being made, and counselled by the Training Manager or Course Coordinator. The Training Manager or Course Coordinator will meet with the student and will document the following, putting a copy onto the student's file and into the Wise.Net Student Management System as a permanent record:

- Any reason for poor performance or lack of participation.

- Specific learning objectives for the student into a 'learning contract'.

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- A specific time frame for the achievement of these learning objectives.

- The support mechanisms available to help the student achieve these objectives.

9. Additional support available for students making unsatisfactory progress.

Some or all of the following support mechanisms may be identified for the student to assist them meet their learning objectives:

- A recommendation that the student seek appropriate personal and/or academic support from within or outside of IHNA.

- Regular feedback from teaching staff that may include discussion, continuous (perhaps informal) assessment to track progress, model answers, lists of common mistakes.

- Regular contact with the student by the Admin Coordinator and Course Coordinator in person or via e-mails

- Identification and implementation of other additional support strategies to enhance the student's progress as identified by the student.

10. Notice of intention to terminate enrolment for unsatisfactory course progress

If any student does not meet the requirements for satisfactory course progression, their enrolment will be terminated. The termination will be notified using the "**Notice of intention to terminate an enrolment for unsatisfactory course progress'** (IHNA-Temp-ETFUCP) letter.

11. Special circumstances/consideration

IHNA reserves the right to make allowances for individual students in certain circumstances. Special circumstances are defined as:

- Medical or unfavorable health conditions

- Situations where IHNA has been advised of late or non-attendance (e.g. family loss, relocation)

The permission to take leave of absence will normally be granted for up to one year. In case of prolonged absence, IHNA may require the student to re-enroll into the course considering the regulatory Board requirements (e.g. major course/unit/module code or content changes, legislation or regulation amendments). In all cases, IHNA Training Manager or Course Coordinator will document the reason, any supportive evidences and the outcome on student file and into the Wise.Net Student management system.

IHNA offers provision of early exit from accredited qualifications once the student has completed all theory components of the course and

- is competent in set course practical standards prior to the mentioned course completion time

- completed mandatory minimum professional experience placement hours undertaken being as per the authority standards

- can provide a minimum of two pieces of evidence of competency (E.g. Completed assessment tools, Third party report and so on).

Maximum time that a student can take to complete the course is set by IHNA as not more than 4 months extension from corresponding face to face delivery course duration (in terms of months). If a course is delivered only through Distance education, the students will be allowed to take up to 12 months to complete the course provided there is no un-informed online inactive period over two months. The maximum time includes time required to complete both theoretical and professional experience placement durations of a course where ever applicable. The only exclusion from this will be for students who come under special circumstances or conditions.

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12. Intervention Monitoring

Training Manager or Course Coordinator will monitor the progress of interventions. External stake holders (e.g. Clinical Nurse supervisor, external consultants) should be involved in the process where ever applicable, formally or informally. Interventions that are not providing successful academic progress for students will be elevated to Director, Curriculum Development and Compliance for discussion for further action and planning.

13. Recording and Reporting

All documentation, records and outcomes of interventions will be filed on the student file and into the Wise.Net Student Management System using the client journal option.

For Diploma of Nursing Course, information about students not having adequate progress will be reported to the Nursing Board as required. The written notice (of intention to report the student for unsatisfactory progress) will inform the student that they are able to access IHNA's complaints and appeals process and that the student has 5 working days in which to do so.

The student will be advised that during this period they are required to continue studying.

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