



POLICY - PROGRESSION

Purpose	The purpose of this Policy & Procedure is to ensure students complete their courses within the required duration and that overseas students fulfil their visa requirements for course attendance and course progress.
Requirement	The RTO is required to safeguard the integrity of Australia's migration laws by supporting overseas students to complete their course within the required duration and fulfil their visa requirements for course attendance and course progress.
Reference Documentation	Other reference documentation which relates to this P&P includes: ASQA Fact Sheet - Overseas student attendance
Tools & Templates	This P&P is supported by the Tools & Templates identified at each stage in the process.
Policy	<p>Completion within expected duration</p> <p>Signet Institute of Australia will support both domestic and overseas students to complete their course within the required duration and assist overseas students to fulfil their visa requirements for course attendance and course progress. For overseas students, the duration of the course as specified on the student's Confirmation of Enrolment (CoE) will never exceed that registered on the CRICOS register. The college will also clearly outline and inform students before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.</p> <p>The college will monitor student progress and attendance in order to identify, notify and assist any student at risk of not meeting course progress or attendance requirements.</p>

	<p>Determining if a student has met course progress requirements</p> <p>Students must have demonstrated satisfactory course progress requirements by the end of each study period. To do so, they must have attended at least 80% of the scheduled contact hours for the course for each monitoring period and have successfully completed and achieved satisfactory outcome on all assessment tasks they were required to submit in the ending study period.</p>
	<p>Determining at risk students</p> <p>Students will be deemed at risk of not meeting course progression requirements if they:</p> <ul style="list-style-type: none"> • do not participate in regular classroom workshop attendance of at least 80% for each monitoring period • do not participate in a summative assessment task. • do not submit an assessment task within 2 weeks of the due date. • have received an assessment outcome of Not Yet Competent for one or more assessment tasks.
	<p>Progress Monitoring</p> <p>The college will record and assess student progress in order to identify any students at risk of unsatisfactory course progress and implement the Signet Institute of Australia intervention strategy to assist at risk students in sufficient time for them to achieve a satisfactory course outcome. The college will also determine the point at which the student has failed to meet satisfactory course progress.</p>
	<p>Intervention Strategy</p> <p>Signet Institute of Australia will ensure that it identifies, notifies and assists students where there is evidence that the student is at risk of not meeting course progress requirements.</p> <p>For students at risk of not meeting course progress requirements, an individual intervention plan will be developed that documents the support that will be provided.</p>
	<p>Extension to an expected course duration</p> <p>Extensions to the course duration specified on the CoE for overseas students are only allowed where:</p> <ul style="list-style-type: none"> • A student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory course progress • An approved deferral or suspension of studies has been granted in accordance with Signet Institute of Australia 's Deferral, Suspension and Cancellation Policy and Procedures.

	<ul style="list-style-type: none"> • Compassionate or compelling circumstances apply (suitable evidence must be provided), which may include but is not limited to: • When the student can only account for the variations by extending his or her expected duration of study, this will be reported to the Department of Home Affairs (DHA) via PRISMS. <p>All variations in the student's study load, including the reasons for the variation are to be recorded on the student's file.</p> <p>Where the duration of the student's enrolment is extended, Signet Institute of Australia will advise the student to contact the Department of Human Affairs (DHA) to seek advice on any potential impacts on their visa, including the need to obtain a new visa.</p> <p>Signet Institute of Australia does not deliver any of their nationally recognised training exclusively by online or distance learning.</p> <p>Reporting students</p> <p>Where a student has demonstrated unsatisfactory course progress despite interventions implemented, Signet Institute of Australia will be required to report the student to DHA via PRISMS and the student will receive a written notice informing them of the intention to report for non-satisfactory course progress and the reasons for the intention to report. Student will have received first and second warning letters before the notice of intention to report is issued.</p> <p>Students have the right to appeal against a decision to report as per Signet Institute of Australia's Complaints and Appeals Policy & Procedures. If the student chooses to access this process, the student will not be reported until this process is complete.</p> <p>Signet Institute of Australia will only report unsatisfactory course progress in PRISMS if:</p> <ul style="list-style-type: none"> • the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider • the overseas student has chosen not to access the internal complaints and appeals process within the 20-working day period • the student has chosen not to access the external complaints and appeals process • the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing. <p>All records will be kept on the student's file including warning letters and the notice of intention to report.</p>
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Procedure

Recording Attendance	
<p>Record attendance in each training session using Template - Attendance Sheet ensuring the following is captured for each student:</p> <ul style="list-style-type: none"> • Student Signatures • Times of attendance - Time-in and Time-out must be accurately recorded for any partial attendances • Update attendance for each session on SMS attendance page for the relevant class at the end of each session • Forward hard copies of the attendance sheets to Academic Officer for filing. 	<p>Tools & Templates</p> <p>Template – Attendance Sheet</p> <p>Responsibility</p> <p>Trainers & Assessors Admissions Officer</p>
Output: Student attendance recorded	

Saving Records of Attendance	
<ul style="list-style-type: none"> • File attendance sheets forwarded by the trainers in attendance folders. • The hard copy records must be kept for 6 months after the completion of a Study Period. • Printed attendance records will be used to verify if the attendance is correctly recorded on SMS. • Students have 20 days after the study period finishes to appeal any concerns regarding their attendance 	<p>Tools & Templates</p> <p>Template – Attendance Sheet</p> <p>Responsibility</p> <p>Trainers & Assessors Admissions Officer</p>
Output: Student attendance recorded	

Monitoring course progress	
<ul style="list-style-type: none"> • Monitor students course progress to determine if students are at risk of not meeting course progress requirements. • Use class activities, learning and class participation to informally monitor students in class. • Signet Institute of Australia will monitor student progress every term. • Trainers & Assessors are responsible for the implementation of any informal strategies and note any issues which will go into the student file. 	<p>Tools & Templates</p> <p>Responsibility</p> <p>Trainers & Assessors and Admissions Officer</p>
Output: Student course progression is monitored	

Risk of Unsatisfactory course progress – Stage 1	
<ul style="list-style-type: none"> • Where a student's course progress is at risk of being unsatisfactory, send a First Warning Letter Risk of Unsatisfactory Course Progress and invite the student to attend a meeting to develop an Intervention Plan. • This notice must be sent within the first 4 weeks of the following study period. However, if a student is identified as at risk before the study period end the notice and Intervention Plan can be implemented sooner. • Inform students of the implications of amending their CoE, if applicable. • Record outcomes of the meeting in the Intervention Plan. • Ensure Intervention Plan is signed by the student to state that they agree to the intervention strategy. • Immediately implement intervention strategy as documented in the Intervention Plan. • The student will be reminded that if they continue not to meet course progress requirements, they will be reported to DHA via PRISMS and that this will affect their visa. • Place all documentation on the student's file. 	<p>Tools & Templates</p> <p>Template – First Warning Letter – Progression</p> <p>Template – Intervention Plan</p> <p>Responsibility</p> <p>Trainers & Assessors</p> <p>Admissions Officer</p>
Output: First Warning – Progression letter sent and intervention plan implemented	

Monitor student's progress following first warning	
<ul style="list-style-type: none"> • Monitor student's progress according to the Intervention Plan. • In collaboration with the student, adjust the Intervention Plan as required. • Record outcomes of meetings in the Intervention Plan. • Include the form in the student's file. 	<p>Tools & Templates</p> <p>Responsibility</p> <p>Trainers & Assessors and Admissions Officer</p>
Output: Student course progression is monitored	

Risk of Unsatisfactory course progress – Stage 2	
<ul style="list-style-type: none"> Where the student continues to indicate that there is a risk of demonstrating satisfactory course progress as evidence through course progress monitoring, send Second Warning Letter of Risk of Unsatisfactory Course Progress to the student inviting them to a meeting. At the meeting, discuss the reasons for continuing unsatisfactory course progress and discuss further intervention required. Amend the Intervention Plan as required. Advise the student that if they continue to demonstrate unsatisfactory course progress, they will receive a Notice of Intention to Cancel and Report to DHA via PRISMS for Unsatisfactory Course Progress 	<p>Tools & Templates</p> <p>Template – Second Warning Letter – Progression</p> <p>Responsibility</p> <p>Trainers & Assessors</p> <p>Admissions Officer</p>
Output: Second Warning Letter - Progression issued	

Inform student of intention to report following continuing unsatisfactory course progress	
<ul style="list-style-type: none"> Where a student has failed to meet course progress requirements at the end of a study period, despite interventions implemented, send the student a Notification of Intention to Report for Unsatisfactory Course Progress using the Template – Notice of Intention to Report for Unsatisfactory Course Progress. This notice must be sent as soon as practicable by post to the student's registered address, as well as by email. Inform student in the same letter of their right to access POLICY - - Complaints and Appeals and that they have 20 working days in which to do this from the date specified on the letter. Students who choose to access this process will not be reported if they appeal within 20 working days indicating Signet Institute of Australia's intention to notify. Students must continue to attend classes during the appeals process as specified in POLICY - - Complaints and Appeals. Place a copy of the Letter and any other relevant documentation on the student file. 	<p>Tools & Templates</p> <p>Template – Notice of Intention to Report for Unsatisfactory Course Progress</p> <p>P&P- Complaints and Appeals</p> <p>Responsibility</p> <p>Trainers & Assessors</p> <p>Admissions Officer</p>
Output: Notification of Intention to Report for Unsatisfactory Course Progress issued.	

Reporting a student

- After 20 working days, report the student via PRISMS if:
 - the student does not appeal against the decision to report them, or
 - their appeal is unsuccessful or withdrawn
- Submit Student Course Variation via PRISMS as failure to meet visa conditions with reason either:
 - Student Failed to Meet Course Requirements
 - Unsatisfactory attendance.

Tools & Templates

PRISMS: Student Course Variation

Responsibility

Trainers & Assessors
Admissions Officer

Output: Student enrolment will be cancelled and reported to DHA via PRISMS on course progress

Key Performance Indicator

Students enrolled with Signet Institute of Australia complete their courses within the required duration and those overseas students fulfil their visa requirements for course attendance and course progress.