International Institute of Business and Information Technology (IIBIT)

Academic Progress

Policy & Procedure

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1. Purpose

1.1   The purpose of this policy is to formalise enactment of compliance by the International Institute of Business and Information Technology (IIBIT) with the legislative and regulatory framework applicable to providers of international education services in Australia.

1.2   Standard 8 of the National code 2018 requires that: Registered providers systematically monitor students' course progress. Registered providers are proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements. Registered providers report students, under section 19 of the ESOS Act, who have breached the course progress requirements.

1.3   It also addresses Standard 1, 5, 6 and 8 of Standards for Registered Training Organisations (RTOs) 2015.

2. Scope

This policy and procedure relates to all overseas students studying with IIBIT on a Student visa and to all IIBIT staff interacting with such students on issues related to appeals and complaints.

3. Responsibility

General Manager (Academic Services and Quality Assurance) as applicable, under the general direction of the Director Operations.

4. Definitions

4.1   **Course**: A full-time registered course of education or training registered on CRICOS for the attainment of a testamur or certificate, defined in the ESOS Act.

4.2   **Intervention Strategy:** An individual plan to provide academic support and / or assistance to an international student identified as "at risk' of not achieving satisfactory academic progress.

4.3   **International Student:** A person holding an Australian student visa and defined as an 'Overseas Student' in the ESOS Act.

4.4   **Unsatisfactory Course Progress:** Is defined as the student not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period.

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4.5   **Study Period:** Four study periods per year (each study period is 10 weeks).

4.6   **DHA**: Department of Home Affairs.

4.7   **DE**: Department of Education

4.8   **IIBIT**: International Institute of Business and Information Technology

4.9   **ESOS Act 2000:** The Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.

4.10 **National Code 2018:** The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018.

4.11 **NVR:** National Vocational Education and Training Regulator Act 2011

4.12 **PRISMS:** Provider Registration and International Student Management System

4.13 **SRTO:** Standards for Registered Training Organisations (RTOs) 2015

4.14 **CRICOS:** The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the register prescribed under Section 10 of the ESOS Act.

4.15 **Expected Duration:** For the purpose of Standard 9, the expected duration of a program is the duration of the program is specified on the student's Coe. The expected duration for overseas students should not differ from length of program as registered on CRICOS except where Recognition to Prior Learning has been approved.

5. Policy

5.1   IIBIT will systematically monitor student course progress. It will be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements.

5.2   The course progress of all students will be assessed at the end of each compulsory study period. A record of each student's course progress will be maintained on the college database.

5.3   IIBIT has an intervention strategy that identifies and assists students who are a risk of not making satisfactory course progress. At a minimum, the intervention strategy is activated where the student has failed or is deemed not yet competent in 50 percent or more of the units attempted in any study period. IIBIT may choose to intervene at any point before the end of a

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study period for example if the student does not attend the classes regularly or does not respond to IIBIT's attempts to assist the student in achieving satisfactory course progress.

5.4 If student remain unable to demonstrate the satisfactory academic progress requirements, IIBIT will report them under Section 19 of the ESOS Act for having breached the stipulated course progress requirements stated within this policy.

5.5 Where the student fails to achieve course progress for 2 consecutive study periods the college will take steps to report to the Secretary of Department of Education through PRISMS for unsatisfactory academic performance.

6. Procedure

6.1 IIBIT Satisfactory Course Progress Procedure

The college expects each student to progress through his/her course at a rate that will enable the student to complete the course in the nominated duration. Its purpose-built student records database generates reports of students' academic progress, enabling the Academic Coordinator to monitor, record and assess every student's progress at the end of each study period. (The college operates four study periods per year; four are of 10 tuition weeks in duration).

For the purpose of progression monitoring, each subject that has a finish date within a particular study period is considered to be in that particular study period. Each subject is equally weighted for progression monitoring purposes.

6.2 Classroom Monitoring and Early Intervention

In order to assist with academic progress, the trainers monitor each student's attendance and performance in the subject(s) they deliver. If a student appears to be experiencing difficulty within a particular Unit, or perhaps with the English language, the trainers alert the Academic Coordinator.

The student will be notified and asked to make an appointment to see the Academic Coordinator, who will offer counselling and establish a programme of support for the student. Please note that it is the student's responsibility to follow through on that programme, and to maintain contact with the Academic coordinator /or other staff nominated.

6.3 Monitoring Progress and Intervention Strategy - Stage 1

The IIBIT's intervention strategy must be implemented for the students who are identified as having failed to demonstrate satisfactory course progress in at least 50% of the course requirements. He/she will be advised in writing and required to meet with the Academic coordinator and/or staff nominated to discuss any issues and support options - including supplementary assessment. A counselling and

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mentoring programme will be implemented at this point, and an intervention strategy will be activated for the next study period.

As part of the intervention strategy, the student will be provided with an intervention process that will detail a support programme which will include counselling and mentoring and one or more of the following:

   a) regularly attending classes;
   b) attending academic skills programs;
   c) attending course-specific additional tutorials;
   d) receiving individual case management (i.e. welfare, accommodation, life balance and customs/etiquette);
   e) attending English language support classes;
   f) receiving assistance with personal issues which are influencing academic progress;
   g) attending mentoring and attending counselling sessions;
   h) being placed into suitable alternative course within a program or a suitable alternative program; and
   i) a combination of all of the above.

It is the student's responsibility to follow through on that individual programme, and to maintain the contact with the Academic Coordinator and/or other staff nominated within the intervention process.

A record of the intervention measures discussed and implemented will be kept on the student's file by the Academic Coordinator and/or other staff nominated within the intervention process.

6.4   Intervention Strategy - Stage 2: Review of Progress

If following the implementation of an intervention strategy, a student demonstrates competency through supplementary assessment for units which he/she had not successfully completed in the previous study period, and as a result he/she achieves competency in 50% or more of the units attempted in that previous study period, the Academic Coordinator will review the student's academic history, and may choose to cancel the intervention process, amend it or continue it unchanged to the end of the study period.

The Academic coordinator will monitor the academic progress of each student with an intervention process for the remainder of that second study period, and review his/her results at its end. If satisfactory academic progress of 50% or more was made during that second study period, the student will no longer be regarded as being 'at risk' and the intervention process and, if applicable, Provisional Enrolment contract will be closed.

6.5   Intervention Strategy – Stage 3: On-Going Support

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If the student's academic progress demonstrates competency in more than 50% but less than 50% of the subjects undertaken in that second (consecutive) study period, a second intervention strategy will be implemented to provide on-going support appropriate to the student's needs.

A record of the intervention measures discussed and implemented will be kept on the student's file by the Academic Coordinator and/or other staff nominated within the Intervention process.

6.6   Unsatisfactory Course Progress

If after Stages 1 and 2 of the Intervention Strategy have been completed, a student has again been assessed as not yet competent in 50% or more of the subjects undertaken in the second (consecutive) study period, the Academic Coordinator will notify the student in writing of the college's intention to report the student to the Secretary of the Department of Education via PRISMS for unsatisfactory academic progress. The written notice of the college's intention will inform the student that he or she is able to lodge an appeal through the college's Complaints and Appeals process, and has 20 working days from the nominated date in which to do so. All subsequent action taken will be in accordance with that procedure.

Evidence will be retained in the student's file of the written notice of intention to report, documentation of the Complaints and Appeals process, and a copy of a Section 20 notice of the final reporting to Department of Education via PRISMS, as applicable.

7. Related policy and other documents

Related Documents	• IIBIT Website, student orientation and handbook.
Related Legislation	• Education Services for Overseas Students (ESOS) Act 2000. • Standard 8: Monitoring Course Progress (The National Code of Practice for Registration Authorities and Providers of Education Training to Overseas Students 2007 (The National Code 2018). • Standards for Registered Training Organisations (RTOs) 2015 (standard 1, 5, 6 and 8) • National Vocational Education and Training Regulator Act 2011 (NVR Act)
Review	A review of this policy and its associated procedures is undertaken annually by the Chief Executive Officer and General Manager Academic Services.

8. Change History

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Version No	Date of Implementation	Summary of Change	Circulation
Version 1	09/09/2014	Overall review	PEO, General Manager Academic Services and Course Coordinator, student Services Admissions and Marketing staff Marketing Manager
Version 2	25/02/2015	Updated VET standards 2015, Department of Education	25/02/2015
Version 3	01/05/2017	Formatting	01/05/2017
Version 6	25/06/2019	Updated responsibilities	25/06/2019

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