

# Kelly Colleges

## QMS Online

**Section:** CRICOS requirements

**Page:** 10. Monitoring course progress

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## National Code Part D - Standard 10. Monitoring course progress

### Monitoring Course Progress

At the completion of each study period, all student results will be entered into the student database and assessed to ensure that each student is making satisfactory course progress.

### Satisfactory Course Progress

Students are expected to successfully complete or be deemed competent in at least 50% of the course weighted assessment requirements for each study period to meet the satisfactory course progress requirement:

### Intervention strategy

Student results will be reviewed at the end of each study period and students identified **for the first time** as having made unsatisfactory course progress in a study period will be issued with an Academic Course Progression Warning and asked to make an appointment with the Student Services Manager. The Student Services Manager will counsel the student to ascertain the reasons for unsatisfactory course progress in the study period and an intervention strategy will be implemented within the first four weeks of the study period.

Students will be:

- advised on the suitability of the course in which they are currently enrolled;
- advised of opportunities to be reassessed for tasks in which they have not achieved competency or to repeat units that they have previously failed,
- advised that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DIAC and cancellation of his or her visa, depending on the outcome of the appeals process.

The Student Services Manager will establish a support program which may include one or more of the following:

- attending academic skills programmes;
- attending tutorial or study groups;
- receiving individual case management;
- attending study clubs;
- attending counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring;
- being placed in a suitable alternative subject within a course or a suitable alternative course;

- a combination of the above and a reduction in course load.

The support program will be written into a Learning Contract that will be signed by the student and supervising staff member. A record of the intervention measures implemented will be kept in the student's file.

### **At risk students**

Where practicable, students identified before the end of a study period as being at risk of making unsatisfactory course progress will be counselled and an early intervention strategy activated. Students may be considered as being at risk of making unsatisfactory course progress if any combination of the following risk factors are present:

- class attendance of 80% or less; (attendance is generally necessary to be successful in Kelly Colleges' academic programs)
- student has difficulty completing interim assessments to a satisfactory standard;
- student displays a pattern of being repeatedly unable to submit assessments within the designated timeframes.

### **Reporting for Unsatisfactory Course Progress**

If, after the intervention strategy has been activated, a student is identified as having made unsatisfactory course progress in a **second consecutive compulsory** study period in a course, the student will be issued with a written notice of intention to report for unsatisfactory course progress. The notice of intention to report notifies students of the circumstances under which they may appeal. Upon receipt, the student has 20 business days in which to access the college's complaints and appeals process.

Where the student's appeal is successful or the student has been able to demonstrate that compassionate or compelling circumstances have prevented them from making satisfactory course progress, the student's enrolment will be maintained and Kelly Colleges will not report the student to DIAC.

Where the student has chosen not to access the complaints and appeals process within the 20 business day period; the student withdraws from the process; or the process is completed and the student's appeal is unsuccessful, Kelly Colleges will notify DEEWR through PRISMS within 5 business days of finalising the decision to report.

### **Failing a unit more than once**

Students who fail a unit for the second time must seek the permission of the Director of Studies before being permitted to enrol in that unit for a third time. This permission will only be granted in exceptional circumstances.

### **Withdrawal from a unit**

Students who officially withdraw from a unit before the end of week two of classes incur no academic penalty. Students may only withdraw from a unit after week two of classes without academic penalty if they suffer serious illness or are experiencing situations beyond their control which significantly impact on their ability to study. The illness should be documented with a medical certificate and should be of sufficient severity that it interrupts the student's work significantly in that particular unit.