



Barton College

Policy Number: BP53

Policy: Monitoring Student Progress, Attendance and Course Duration Policy and Procedure

RTO Name: Barton College

RTO Number (TOID): 22048

CRICOS Number: 02908F

Contact Officer: Director of Studies (DOS)
Student Administration Manager

Version Number: 3.0

Refer to "review processes" section below for information on the process for policy review.

Policy context: This policy relates to:

Registration Manager	Australian Skills Quality Authority (ASQA)
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Conditions of Registration	VET Quality Framework (VQF)
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SRTOs 2015	ELICOS Standards 2018 Clause 1.7 Standard 9 Standard 8 Standard 10.1
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Context	<ul style="list-style-type: none">• Education Services for Overseas Students Act 2000• Education for Overseas Students Regulations 2001 <p>The National Code of Practice for Registration Authorities and Providers of Education and Training to International students (The National Code) 2018.</p>
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Purpose

Barton College (BC) will monitor overseas students' course progress and attendance for each course in which the overseas student is enrolled. The expected duration of study specified in the overseas student's CoE must not exceed the CRICOS registered duration.

The College will monitor the progress of each overseas student to ensure they are in a position to complete the course within the expected duration specified on the overseas student's CoE.

The College clearly outlines and informs the overseas student, before they commence the course, of the requirements to achieve satisfactory course progress and attendance in each study period via the International Student Handbook and Institute's website.

College staff are committed to ensuring that all enrolled students are monitored within their study loads to ensure that they are able to complete their course within the expected duration and to ensuring the College only extends the duration in the circumstances outlined below:

- there are compassionate or compelling circumstances, as assessed by the College on the basis of demonstrable evidence, or
- the College has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
- an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

Where the College extends the duration of the student's enrolment, the College will advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Objective

Barton College will publish this policy in all student information and by advising students of:

- the requirements for achieving satisfactory course progress and attendance
- the process for assessing satisfactory course progress and attendance
- intervention strategies that will be implemented for students at risk of failing to achieve satisfactory course progress and attendance
- the process for determining the point at which the student has failed to meet satisfactory course progress and attendance
- procedure for notifying students that they have failed to meet satisfactory course progress and attendance requirements

Barton College will:

- make this policy and intervention strategy available to staff and will induct trainers and student support staff appropriately.
- contact students at risk of not meeting the course progress and attendance requirements by contacting them by email/telephone/SMS/letter as deemed fit.
- assess each student's progress and attendance at the end of each compulsory study period.

An Unsatisfactory Course Progress will be noted when a student has failed, or is deemed Not Yet Competent (NYC) in 50% or more of the units attempted in a study period

Barton College will monitor the student's study load by:

- ensuring that the enrolments of students and their study loads are in keeping with their enrolment durations as stipulated by their CoEs
- ensuring that in each compulsory study period for a course, the student is studying at least one unit that is not by distance or online learning.
- only extending the students study where the student is unable to complete their study or training within the expected duration where advice is provided that the following reasons prevail:
 - compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a prerequisite unit
 - the College implementing its intervention strategy for students who were at risk of not meeting satisfactory course progress, or
 - an approved deferment or suspension of study has been granted under Standard 9
- recording this variation and the reasons for it on the student's file.
- documenting all meetings and any strategies agreed on.



- reporting all variations to a student's expected enrolment duration via PRISMS when the study variation extends past expected enrolment duration stipulated by their CoE.
- not allowing a study load for any student to contain more than 25% distance education or any study period to contain distance only units of study.
- except in the circumstances specified in Standard 9.2, not allowing the expected duration of study specified in the student's CoE to exceed the CRICOS registered course duration.
- issuing new CoE when the student can only account for the variation or variations by extending his or her expected duration of study
- maintaining the revised CoE on the student file.

Scope

This policy applies to all the prospective and enrolled students.

Terms and definitions

ASQA	means Australian Skills Quality Authority, the national VET regulator and the BC's registering body
Standards	means the Standards for Registered Training Organisations (RTOs) 2015 from the VET Quality Framework which can be accessed at www.asqa.gov.au
DHA	Department of Home Affairs.
ESOS Act	the Education Services for Overseas Students Act 2000 of the Commonwealth of Australia, as amended from time to time.
National Code	the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, established pursuant to Part 4 of the ESOS Act 2000, as amended from time to time.
CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students.
International Student	A person holding an Australian student visa, enrolled in a CRICOS registered course at BC onshore.
PRISMS	Provider Registration and International Students Management System.



Academic performance: assessment of competency as the student progresses through the qualification

CoE Confirmation of Enrolment generated by PRISMS

Course: refers to the specific course a student is enrolled

Study Load: the number of units a student is enrolled in during a compulsory study period

Satisfactory course progress: attending scheduled classes and successfully completing all assessments and obtaining a (C) Competency in all the units in the prescribed study period

Study Period: Where the course duration is of one year or more, the study period is defined as a term, usually of 11 weeks duration.

Unit: Unit of Competency

Unsatisfactory course progress: Where the student has failed or is deemed Not Yet Competent (NYC) in 50% or more of the units attempted in any study period

Policy statement: Our commitment

BC is committed to maintaining compliance with all regulatory, legislative and contractual requirements.

Specifically, we will:

- Ensure that all relevant staff have access to the policy
- Ensure staff know their obligations and responsibilities
- Ensure staff know their limitations

Monitoring, Recording and Assessing Course Progress

Visa Condition 8202: Satisfying Attendance and Academic Course Requirements

The following statement identifies the levels of attainment for students studying at Barton College on a student visa, subclass 500. It also seeks to identify and document how the Institute monitors, records and assesses student course progress as required by Student Visa Condition 8202, subclass 500. (The National Code of Practice for Providers of Education to Overseas Students, 2018 Standard 10.1)

a) Process for Assessing Satisfactory Course Progress (The National Code of Practice for Providers of Education to Overseas Students 2018 Standard 8)

In the first instance, an audit process conducted at the end of each compulsory study period is undertaken for each student currently enrolled. This process identifies students at risk of failing to meet satisfactory course requirements as described above.

b) Intervention Strategy (The National Code of Practice for Providers of Education to Overseas Students 2018 Standard 8)

If a student is identified for the first time as not making satisfactory course progress, the intervention strategy as outlined below is to be implemented. The intervention strategy must be activated within the first four weeks of the following study period.

However, if the Director of Studies identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, the Lead Trainer is encouraged to implement the intervention strategy as early as practicable.

The Director of Studies will implement the intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements. At a minimum, the intervention strategy must be activated where the student has failed or is deemed not yet competent in 50% or more of the units attempted in any study period.

These intervention steps will include meeting with the student to identify the cause that is placing the student at risk. Within this meeting, strategies to assist the student in completing the course within the expected duration shall be discussed and implemented as required.

These strategies may include:



- Extra tuition and tutorial support
- Timetable adjustment
- Personal strategies to improve the student's ability to complete the course requirements, including:
 - the need to repeat a Unit of Competency
 - the need to re-sit/re-submit an assessment task
 - further workshop attendance
 - advice re study skills
 - review of groups and teams that the student is working with
 - advice with regards to seeking external study skills support
 - agreement of a revised study plan
 - access to academic support classes, for example English language support, or seeking peer tutors
 - referral to personal guidance counselling, internal and
- external counselling
 - development of a mentor/buddy system for the student
 - attendance at individual case management sessions
- Review of assessment strategies
- Variation of student's study load
- Where appropriate, advising students on the suitability of the course in which they are enrolled

The PEO will also advise students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DHA/DOE and cancellation of his or her visa, depending of the outcome of any appeals process.

Stages of Intervention Strategy for students at risk for not achieving satisfactory course progress

Stages of Intervention Strategy for students at risk for not achieving satisfactory Course Progress	Intervention Time/Person responsible
	Study period = 1 term = 10 weeks duration.
Stage 1: Early detection of, and intervention in, unsatisfactory course progress	During First Study Period - email, call or SMS from Trainer /Lead Trainer
Stage 2: Unsatisfactory course progress (50% or more NYCs of total units attempted) at end of a designated study period	End of First Study Period – 1st Warning letter and intervention meeting with Trainer / Academic Manager within first 4 weeks of second study period.
Stage 3: Monitoring of students with unsatisfactory course progress during a second consecutive study period	During Second Study Period - email, call or SMS from Trainer / Academic Manager.
Stage 4: No improvement noted in student performance midway through the term and/or student constantly failed to meet the assessment requirements in the second consecutive study period	Mid Second Study Period – Formal meeting with Academic Manager
Stage 5: Unsatisfactory course progress in a second consecutive study period - Letter of Intention to Report to the student	End of Second Study Period- 2nd Warning Letter - Intention to Report letter to the student for unsatisfactory progress
Stage 6: Reporting of student's breach of visa conditions via PRISMS	20 working days after letter of intention to report; and after any appeal process has been exercised and exhausted- PEO

a) Monitoring and Assessment of Progress

Each student is monitored continuously after intervention and this ongoing review of progress is overseen by the Student Administration Manager.



(i) All students will receive grades and anecdotal comments throughout the term. End of term reports for each student provide a further indicator of measurable progress.

(ii) After six (6) weeks of intervention if the student still does not meet the required levels of achievement as described above, the student will be identified at this point, as having failed to satisfy the course progress requirements.

b) Point of Failure Process (The National Code of Practice for Providers of Education to Overseas Students Standard 8)

(i) The student is notified in writing as having been assessed as not satisfying the course progress requirements and the College's intention to report the student for this breach of the visa condition 8202. The student is notified of his/her right to access the Institute's complaints and appeals process as per Standard 10 of The National Code of Practice for Providers of Education to Overseas Students 2018 within 20 working days of the notification of the intention to report.

(ii) Where the complaints and appeals process are not accessed by the student within 20 working days or they withdraw from the process or the process is completed and finds in favour of the College, a report is made via PRISMS that the student has not achieved satisfactory course progress as soon as is practicable.

COMPLETION WITHIN EXPECTED DURATION OF STUDY (COURSE PROGRESSION)

(i) As noted in "Process for Assessing Satisfactory Course Progress" above, the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

(ii) Part of the assessment of course progress at the end of each study period will include an assessment of whether the student's progress is such that they are expected to complete their studies within the expected duration of the course.

(iii) The College will only extend the duration of the student's study where the student will not complete the course within the expected duration due to:

- a. The student can provide evidence of compassionate or compelling circumstances
- b. The student has, or is, participating in an intervention strategy as outlined in 2b
- c. An approved deferment or suspension of study has been granted in accordance with Barton College's Deferral, Suspension and Cancellation Policy and Procedure.

(iv) Where the College decides to extend the duration of the student's study, it will report via PRISMS within 14 days and/or issue a new COE if required. In this case, the student will need to contact the Department of Home Affairs (DHA) to seek advice on any potential impact on their visa, including the need to obtain a new visa.

Monitoring Attendance

In compliance with the National Code of Practice for Providers of Education to Overseas Students 2018, Barton College systematically monitors the attendance of its students who are enrolled in its courses, notifies and counsels those students at risk of failing to meet attendance requirements, and reports those students under Section 19 of the ESOS Act, who have breached the attendance requirements of their visa grant. This policy will outline procedures for supporting students in meeting Visa Condition 8202.

1. Achieving Satisfactory Attendance

- A student must attend at least 80% of the scheduled contact hours for the course.
- Attendance and absences will be recorded on a daily basis by the class trainers.
- Attendance and absence calculation will be determined by means of access to the above reports and assessed fortnightly per term by the Academic Manager.
- Where a student is only enrolled for part of the term, the calculation would be made for that portion of time the student was enrolled in the course.
- All approved absences must be accompanied by a medical certificate or an explanatory communication from an authorized person or evidence that leave has been approved by the College.
- Absences longer than five (5) consecutive days without explanation will be investigated.
- Any period of exclusion from class will not be included in student attendance calculations

2. Contacting and Counselling Students

- Where a student has been recorded as absent for more than five (5) consecutive days without approval or his/her attendance rate falls to 85% of the scheduled contact hours at the point of attendance calculation, and the student is in danger of not



being able to meet the attendance requirements for the course. The Academic Manager will make an appointment to discuss the student's attendance rate.

- At this meeting, the student's attendance will be discussed to ascertain why absences have been occurring and to check the accuracy of the information recorded on the database. The College will ascertain what kind of assistance or support it can offer to enable the student to meet these requirements.
- Information regarding visa condition 8202 and the consequence of breaching this condition will be explained to the student.
- The process for reporting absence and acquiring prior approval from the College for any known absence; and the requirement for providing documented evidence for absence will also be discussed.
- Where the criteria for compassionate and compelling circumstances have not been met (see section 3 below), the first Attendance Warning letter will be issued to the student detailing the requirements of visa condition 8202, the % attendance rate to date and the consequence of a breach of this condition.
- Copies of the Attendance Warning Letter are given to the student and, subsequently, placed on the student record in the database, a hard copy to the student file and a copy held by the Academic Manager.
- The Second Attendance Warning Letter will be issued to students if his/ her attendance continues to fall but is still above 80%, and placed on the student record in the database, a hard copy to the student file and a copy held by the Academic Manager.

3. Criteria for Assessing Compassionate and Compelling Circumstances

- Those circumstances that are beyond the control of the student and that have an impact on the student's progress through a course. These could include:
 - Serious illness where a medical certificate states that the student was unable to attend class
 - Bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
 - Major political upheaval or natural disaster in the home country requiring student emergency travel that has impacted on the student (where possible supported by police or psychologists' reports)
 - A traumatic experience which has impacted on the student (where possible supported by police or psychologists' reports)
 - Where the College was unable to offer a prerequisite unit
 - Inability to commence study on the course start date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- Where the student has a genuine on-going illness/situation, the College may choose not to report the student if attendance falls below 80%, if:
 - There is documentary evidence demonstrating that compassionate or compelling circumstances apply
 - The decision is consistent with its documented attendance policies and procedures
 - The student is attending at least 70% of the course contact hours and as such is maintaining satisfactory course progress
- If the student falls below the 70% attendance rate due to an ongoing illness/circumstance the College may choose to temporarily suspend the enrolment of the student on the grounds of compassionate and compelling circumstances (e.g. illness where a medical certificate states that a student is unable to attend class)

4. Point of Failure to Meet Satisfactory Attendance Requirements

- Where a student attendance falls below 80% and contact and counselling with that student have been undertaken and the criteria for compassionate and compelling circumstances have not been met, the student is identified as not achieving satisfactory attendance.
- At this point, the College notifies the student in writing of its intention to report him/her for not achieving satisfactory attendance.
- This notice will inform the student that s/he is able to access the Institute's complaints and appeals process and that s/he has 20 working days in which to do so.
- Where the student chooses not to access the complaints and appeals process within the 20 working days, withdraws from the process or the process is completed and results in a decision supporting the College, the College report the Failure to Meet Satisfactory Attendance Requirements via PRISMS as soon as is practicable.
- The method for calculating 70% attendance rate is as outlined above in 1.
- If the student is assessed as having nearly reached the 70% threshold, the Institute will assess whether a suspension of studies is in the interests of the student as per the Institute's Deferral, Suspension and Cancellation Policy and Procedure.
- If the student does not obtain a suspension of studies under this policy, and falls below the 70% threshold, the process for reporting the student for unsatisfactory attendance as a breach of visa condition 8202 will occur as outlined above.

Continuous Improvement

A summary of all quality planning and management related matters and concerns will be presented as a part of the Continuous Improvement policy and procedure at the Management Meeting for review. The purpose of this is to ensure management become aware of:



- repeat issues
- common threads relating to compliance and quality assurance.
- (when viewed collectively) any general adverse trend that needs correcting

Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy. You can obtain this policy by contacting us at admissions@barton.edu.au or read it online via our website www.barton.edu.au.

Publication

This policy, once approved, will be available to all students on the college website.

This policy and procedure will form part of the information distributed and communicated during student and staff orientation.

Review processes

Policy review frequency: Annually	Responsibility for review: Academic Manager
Documentation and communication: Describe how the policy decisions will be documented and communicated	
Version 3.0 <ul style="list-style-type: none">• Policy is reviewed for grammatical errors• Policy is uploaded on the college website.	