

Academic Progress

This policy is designed to ensure compliance with the National Code Part D, Standard 10.

10.1 The registered provider must monitor, record and assess the course progress of each student for each unit of the course for which the student is enrolled in accordance with the registered provider's documented course progress policies and procedures.

10.2 The registered provider must have and implement appropriate documented course progress policies and procedures for each course, which must be provided to staff and students, that specify the:

- a. requirements for achieving satisfactory course progress
- b. process for assessing satisfactory course progress
- c. procedure for intervention for students at risk of failing to achieve satisfactory course progress
- d. process for determining the point at which the student has failed to meet satisfactory course progress; and
- e. Procedure for notifying students that have failed to meet satisfactory course progress requirements.

10.4 The registered provider must have a documented intervention strategy, which must be made available to staff and students, that specifies the procedures for identifying and assisting students at risk of not meeting the course progress requirements. The strategy must specify:

- procedures for contacting and counselling identified students
- strategies to assist identified students to achieve satisfactory course progress; and
- The process by which the intervention strategy is activated.

Mindroom Innovation will monitor, record and assess the course progress of each student for the vocational course they undertake. The progress of each student will be assessed at the end of each compulsory study period.

- A study period shall be defined as 10 weeks of study between term breaks.
- Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50 per cent of the course requirements in that study period.

Course requirements for each compulsory training period shall be defined and made clear to the student at the start of each compulsory training period. All parties shall be able to identify when a student has not passed or demonstrated competency in 50 per cent or more of the course requirements.

All students will be invited to a student academic support session where they will be able to complete any outstanding activities which is scheduled to the first week of every study term break.

The progress review is scheduled to the first Friday of every term break.

Students that are found not academically progressed for the last reviewed study period or overall course requirements will receive a warning letter advising them of their failure to meet academic progress requirements, as well as inviting them to attend an intervention day in the second or third week of the term break.

- During term breaks (holiday), Mindroom Innovation will hold intervention sessions for each course where the trainer and/or assessor will be in the classroom to assist students to become academically progressed in accordance with course and visa requirements. Students who have more than 50% progress in their course may still choose to attend these sessions to underpin their progress, knowledge and skills.
- In cases where the mentioned above sessions are not enough for students to close the gap, a tailored plan may be created, depending on the availability of trainers and the student's motivation to become academically progressed and get back on track.

All communication with students regarding academic progress will be recorded and documented in the student management system on the student record.

The College will send emails (where applicable) to warn students about falling behind course requirements.

The intervention strategy for students who fail to achieve 50% competency in course requirements is described below.

Intervention strategy

Legislation determines RTOs must have in place intervention strategy for international students who fail to meet satisfactory course progress requirements (50% competency at the end of each study period).

As mentioned above, at the first week of every term break a progress review will run. Students who appear to be less than 50% competent will be advised to attend intervention sessions during term break to help them become academically progressed. The intervention sessions will take place in the second or third week of the term break and students will receive a letter specifying date, time and classroom to attend.

The student will need to complete an online form stating his/her incomplete units and agreed completion deadline for each, which will be saved on the Mindroom Innovation servers.

Failure to attend these sessions will be recorded on student's record and the student will be sent an email warning them about the missed intervention day.

All warning letters and Intervention Strategies will be saved on the College Student Management System (SMS). After receiving an "Intention to Report" email (fourth warning letter), the student has 7 days to come to school and complete an intervention strategy to complete at least 50% of the course requirements of the last study period. The student has 10 business days to close the gap and become at least 50% competent or the college may exercise its intention to report the student.

The student has 20 working days from receiving an intention-to-report letter to access the registered provider's complaints and appeals process. If the student is cooperating with the intervention plan and has caught up with course requirements, they may continue the course and will be encouraged to stay up to speed and not fall behind again.

The college will report the student for breaching Visa conditions if:

- a) the student failed to meet the terms of the intervention plan and is still not up to speed with course requirements, and
- b) three warning letters have been issued, and
- c) An intention-to-report email was sent to the student, and
- d) the student did not comply with the intention-to-report conditions, and
- e) either no private intervention session was scheduled, or one took place, but the student is still not academically progressed 10 business days after that session.

NOTE that not achieving academic progress and failing to attend intervention sessions may lead to a course and/or visa cancellation.