



Academic Progression Policy and Procedure



Purpose and Scope

The purpose of this policy is to monitor and assess the academic progress of all students to ensure that student achievement and retention is consistent with our educational objectives and to provide guidelines regarding cases of unsatisfactory academic progress.

This procedure consists of assisting all students in successfully progressing through their studies as they work towards completing a unit of competency, a skill set or a qualification.

References

Standard ISO 9001:2008 sections 5.2, 5.3, 7.2.3

Standards for Registered Training Organisations 2015, Standard 1, Clause 1.3

Smart and Skilled Contract, Smart and Skilled Operating Guidelines, paragraphs 8 and 9.

Definitions

At Risk – a student is considered being ‘At Risk’ if the student does not demonstrate satisfactory progress. Non-progression identifiers include but are not limited to:

- failure to access the eCampus and / or
- failure to make contact with a student mentor, and/or
- failure to submit assessment tasks required in the study cycle, e.g. a semester.

Responsibilities

The responsibility for implementing the requirements of this procedure rests with the Operations Managers.

Procedure

1. During a study period, students will have their progression systematically monitored.\
2. At the end of a study period, all students will have their progress reviewed.

At this point:

- a. Students that have successfully completed all assessment tasks will progress to the next study period or be recommended for graduation.
- b. Students that have not met all requirements for a unit of competency/ies will be contacted by an MCI representative. Depending on their circumstances



students will be offered an extension of up to 13 weeks to complete and submit assessments.

- c. Students can then complete their assessments tasks and progress to the next study period.
 - d. Students will be monitored during the extension period and can access support from MCI mentors and/or MCI counselling services.
 - e. Students who do not complete their assessment tasks within three months extension period will be informed that their account status has been amended to 'Inactive'
3. If MCI is unable to make contact with a student using the contact details supplied by the student, and the student has not completed all assessment tasks for a study period and/or an extension period, their status in the student management system will be updated to 'Inactive'.
 4. MCI conducts 're-activate campaigns' to encourage students to take up their study plan and progress.
 5. If MCI is unable to contact a student, and a student does not submit assessment tasks as required, their status in the student management system will be updated to 'Cancelled' at the end of their course offer.

Records

All records related to academic progression policy are saved in the Student Management System.

Key links

Forms and/or documents required for this procedure:

- Semester Extension Form: [Click Here](#)

Document revision history and version control

Version	Summary of changes	Author	Approved by	Effective date
V1.5	Amended to include more specific details about treatment of students who are not progressing	Academic Director	GM Quality and Business Improvement	14.06.2016