



Monitoring Course Progress Policy

PURPOSE

The purpose of this policy is to ensure Greenwich English College Pty Ltd systematically, effectively and appropriately monitors students' course progress. This includes recording, monitoring, assessing, counselling and reporting the course progress of each student.

POLICY

Satisfactory academic progress is necessary for students to complete their qualification or course and to meet the requirements of the ESOS Act, and National Code Standards 9, 10 and 13.

Greenwich English College Pty Ltd will monitor, record and assess the course progress of each student for the course(s) in which the student is enrolled.

Greenwich English College Pty Ltd will assess each student's progress during and at the end of each Unit of Competency and Study Term. A Study Term is comprised of 6 weeks of face to face classes followed by two weeks break to allow for finalisation of assessments. A Study Term will include one or more Units of Competency.

Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements during a Study Term.

Greenwich English College Pty Ltd defines, in the course timetable, the course requirements for each Study Term and can identify when a student has not passed or demonstrated competency in 50% or more of the course requirements. The course requirements for each study period are also be made clear to the student at the start of the course and at the start of the classes for each Unit of Competency. These requirements are clarified both in writing and verbally in class.

Greenwich English College Pty Ltd has and will implement an intervention strategy for any student who is not making satisfactory course progress.

This intervention strategy is made available to staff and students and specifies:

- i. the process by which the intervention strategy is activated; and
- ii. procedures for contacting and counselling students; and
- iii. strategies to assist students identified as at risk of not making satisfactory course progress to achieve satisfactory course progress.

The intervention strategy includes:

- i. where appropriate, advising students on the suitability of the course in which they are enrolled;
- ii. assisting students by advising of opportunities for the students to be reassessed for tasks in units or subjects they had previously failed, or demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency; and
- iii. advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DIBP and potential cancellation of his or her visa depending on the outcome of any internal and/or external appeals process and the decisions made by DIBP.

At the end of each compulsory study period, students will be assessed against the course progress policy. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy, as outlined herein, is implemented. The intervention strategy must be activated within the first four weeks of the following study period.

However, if a trainer identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, the trainer will discuss with the Academic Manager and/or the Director of Studies implementing the intervention strategy more immediately.

Extending course duration

Greenwich English College Pty Ltd will only extend the student's enrolment if:

- Greenwich English College Pty Ltd has assessed that there are compassionate and compelling circumstances and there is evidence to support this assessment;
- Greenwich English College Pty Ltd has implemented, or is in the process of implementing, an intervention strategy for the overseas student who is at risk of not meeting course progress requirements; or
- an approved deferral or suspension of the overseas student enrolment has occurred.

If Greenwich English College Pty Ltd extends the duration of the student's enrolment and the student's visa will expire prior to completion of the course, it is the student's responsibility to apply for a new Student visa (subclass 500) to complete their study.