



Academic Progression in VET Courses

Purpose:

This policy outlines the basic principles governing student progression in an enrolled course at the College.

Scope:

This policy covers all domestic and international students including students studying online.

Policy Statement:

AIHFE Management and staff are committed in monitoring, recording and assessing the course progress of each enrolled student in the course that they are enrolled within each study period (minimum 10 weeks or at least each 6 month period). AIHFE Management and training staff apply Intervention Strategies when students demonstrate unsatisfactory course progress in any study period.

Course Progress Procedure

AIHFE Training staff shall be responsible to:

- Ensure students are informed of the course of study workload within each study period.
- Ensure that the course progress requirements are clearly defined for all enrolled students prior to the commencement of each study period
- Ensure that all students are aware of the intervention strategy that will be implemented should an unsatisfactory progress be reported in 50% or more of the units attempted in any given study period (student handbook).
- Ensure that enrolled students are assessed for their course progress at the end of each study period.
- Ensure that the [course progress intervention strategy](#) is implemented within the first four weeks of the next study period.
- Maintain records of course progress Associate Dean.

In identifying a student who is demonstrating unsatisfactory Course progress AIHFE training staff shall:

- Ensure that the Associate Dean is informed in writing (email or memo) when a student has recorded 50% or more of the units attempted as unsatisfactory in any study period.
- Late submission of assignment.
- Unsatisfactory grades for recompleted assessment
- Unsatisfactory demonstration of skillsets.

Ensure that once the Associate Dean has been informed of a student course progress failure, participate in the implementation of the AIHFE Intervention Strategy as soon as practicable, providing course progress advice and necessary counsel to the student. Appropriate interventions may include the following:

- Counseling concerning the appropriateness and suitability of courses undertaken by the student.
- Guidance and reference to the units of competency where NYC's have been recorded.
- reduction in course load (refer to course load monitoring policy)
- Additional English language support.
- knowledge and practical skills support from units of competency (UOC) trainer/assessor
- invitation for inclusion in supporting study groups or tutoring
- assigning a trainer mentor for ongoing monitoring
- Information concerning the rescheduling of re assessment events.
- Complaints and appeals procedures.

Ensure the initial contact with the student is undertaken utilising the course progress intervention strategy form which must be signed by the student in recognition of their agreement to the planned course progress interventions and information provided in the initial contact.

Ensure the completed 'course progress intervention form' is signed by the trainer and returned to the Associate Dean following the initial contact.

Ensure that student's ongoing progress results from the AIHFE Intervention Strategy is reported in writing to the Associate Dean on a regular basis.

Reporting Unsatisfactory Progress

Where a AIHFE Training staff have provided written advice of a students unsatisfactory course progress in 50% or more of the units attempted in any study period the Associate Dean shall provide a [Unsatisfactory course progress advice letter](#) to the student informing them of the course progress intervention strategy.

Where a student has demonstrated unsatisfactory course progress in 50% or more of the units attempted in any 2 consecutive study periods the Associate Dean shall:

- where a student appeals the course progress decision the Associate Dean shall ensure that procedures for appeal advice is provided to the student and that they



are informed that they have 20 working days to submit their appeal in writing to Dean of studies..