

Academic Progression in VET Courses

Purpose:

This policy outlines the basic principles governing student progression in an enrolled VET course of study at AIHFE.

Scope:

This policy covers all students studying for a nationally recognised qualification.

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 ten weeks or at least each six months 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 for:

- 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 before the commencement of each study period
- Ensure that all students are aware of the intervention strategy that will be implemented should unsatisfactory progress be reported in any of the units attempted in any given study period
- Ensure that enrolled students are assessed for their course progress throughout the term.
- Ensure that the course progress intervention strategy is implemented within the first four weeks of the next study period.

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

- Ensure that the Dean is informed in writing (email or memo) when a student has recorded unsatisfactory attendance for compulsory classes/tutorials or workshops during the study period.
- Late submission of the assignment.
- Unsatisfactory grades for re-submitted assessment
- Unsatisfactory demonstration of skillsets.

Ensure that once the Dean has been informed of a student course progress failure, the student participates in the implementation of the AIHFE Intervention Strategy as soon as practicable

Appropriate interventions may include the following:

- Counselling 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 reassessment events.
- Complaints and appeals procedures.
- One on one meeting or sessions with the teachers

Ensure the initial contact with the student is undertaken to utilise 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 Dean on a regular basis.

Reporting Unsatisfactory Progress and the action is taken

If a student fails to comply with the intervention strategy suggested or agreed upon and or continuously failing to demonstrate satisfactory progress in the course, the trainer must inform the dean of studies before the commencement of the new term to enable the dean of studies to communicate the concerns to the student. If the student refuses to participate in an intervention strategy or address the concerns raised within 4 weeks of dean's notice, student enrolment may be suspended or cancelled, or an alternative study plan such as studying for non-award qualification would be suggested and inform the student in writing.

Any student whose enrolment is suspended or cancel on the basis of unsatisfactory progress may appeal the decision as per the AIHFE appeal procedure within four weeks of receiving the notice.