Course Progression Policy

Document Name	Course Progression Policy		
Approved by	PEO	Date	29/05/19
Responsible Officer	Director Studies		
This policy is used by	**ECA College** (RTO Code 45012; CRICOS Provider Code 02644C) **Australasian College of Care Leadership and Management** (RTO Code 40829, CRICOS Provider Code 03637E) **ECA Graduate Institute** (RTO Code 91423, CRICOS Provider Code 03865D)		
Related Documents	Student Handbook Student Support Policy Assessment Policy Training and Assessment Strategies Student Code of Conduct		
References and Legislation	Standards for Registered Training Organisations (RTOs) 2015 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 8		

Version	Change description	Approved	Effective Date
v19.0	Updated for new logo and alignment with ECA Group.	PEO	1/06/19
v19.1	Reviewed in line with ESOS and VET Standards	PEO	2/07/19
v19.2	Review and update	PEO	11/11/19
v20.0	Align policy against online forms	PEO	26/02/20
v20.1	Correction of definitions	PEO	21/09/20
v21.0	Update CRICOS code	PEO	18/05/21

1. Purpose

The purpose of this policy is to provide ECA Group students and ECA Group staff clear information about ECA Group's position in relation to monitoring the progress of students in their course and approaches to intervention. ECA Group supports all students to progress in their chosen studies and achieve a qualification within the expected duration as identified in the student's Confirmation of Enrolment (CoE) Letter. ECA Group monitors and assesses a student's course progression and participation to ensure students engage and complete their course.

2. Scope

This policy applies to international students (potential or actual) who are enrolled in Education Centre of Australia Pty Ltd (ECA Group) educational institutions including ECA Graduate Institute (EGI), ECA College (ECAC) and Australasian College of Care Leadership and Management (ACCLM). Domestic students are not required to follow a formal course progression policy. However, the monitoring procedures are equally beneficial to domestic students. See Course Progression Procedures.

3. Definitions

Item	Definition

CoE	Confirmation of Enrolment: A document registered with DHA to confirm a student's acceptance into a course for a specified duration.

Compassionate or compelling circumstances	Are generally those circumstances beyond the control of the learner which have an impact upon the learner's course progress or wellbeing. These could include, but are not limited to:
	
	a. serious illness or injury, where a medical certificate states that the
	    learner was unable to attend classes for a stated period of time;
	b. bereavement of close family members such as parents or grandparents;
	c. major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the learner's studies; or
	d. a traumatic experience which could include:
	    • involvement in, or witnessing of a serious accident;
	    • witnessing or being the victim of a serious crime
	    and this has impacted on the learner for a (these cases should be supported by police or psychologists' reports);
	e. where ECA Group was unable to offer a pre-requisite unit; or inability to begin studying on the course commencement date due to delay in receiving a student visa.

Competent (C)	Student's work submitted and assessed as meeting the required performance criteria, knowledge and performance evidence to achieve a satisfactory outcome for the unit.
Course progress	Advancement within a course towards its completion
DHA	Department of Home Affairs
Intervention Process	Identify and provide notification and support to students at risk who are not meeting satisfactory academic progress. The intervention process starts when a student does not achieve 50% completion of units studied to date. Students results are monitored per term.
Intervention Strategies	Those actions that ECA Group recognises as required for a student to successfully complete a course within the duration of the CoE.
Language, Literacy and Numeracy	The purpose of an LLN is to assess the initial skills of an applicant to ensure they meet the Australian Core Skills Framework requirements for language, literacy and numeracy.
Not Yet Competent (NYC)	Student's work submitted and assessed as not meeting the required performance criteria, knowledge and performance evidence to achieve a satisfactory outcome for the unit.
Satisfactory Course Progress	A student has satisfactory course progress if the student is achieving 50% competent (C) results or more for units undertaken in a given study period and is on track to successfully complete their course within the expected duration of study as per their CoE.
Students at Risk	Identifying Students at Risk includes three 'at risk indicators' that will be monitored in any given study period. The risk indicators are attendance, participation in learning and assessment, and demonstration of Competence.
Study Period	A discrete period of study within a course, namely term, semester, short course, or as otherwise defined by ECA Group as long as that period does not exceed six months. At ECA Group, a VET study period refers to an approximate 10-week period of study and is generally labelled as "term".

Unsatisfactory Course Progress	For the purpose of this policy, unsatisfactory progress is defined as a student not successfully completing 50% or more of units studied to date in any study period or longer period of time.

4. Policy

4.1 The National Code 2018 Standard 8 requires registered providers to monitor international students' course progress and to subsequently identify and offer support to students at risk of not meeting course progress and attendance requirements.

4.2 ECA outlines and informs international students upon enrolment and subsequent induction activities the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period.

4.3 The Standards for RTOs 2015 require registered providers to determine the support needs of individual leaners and provide access to educational and support services necessary for the individual learner to successfully complete their training and assessment.

4.4 This Policy and associated Procedures describes ECA processes to identify, notify and assist international students identified at risk of not meeting satisfactory course progress where there is evidence from the international student's assessment tasks, participation in tuition activities or other indicators of academic progress that the international student is at risk of not meeting those requirements.

4.5 This Policy establishes strategies and processes to ensure compliance for students studying at ECA Group within the requirements of the Education Services for Overseas Students Act 2000 and Standard 8 of the National Code 2018 and Standards for RTOs 2015. It seeks to ensure that international students complete their studies within the expected duration specified in their CoE, and that intervention strategies are implemented for students identified as being at risk of not making satisfactory course progress. ECA Group does not extend the duration of a student's CoE without evidence of compassionate and compelling circumstances.

4.6 ECA Group implements this Policy by processes described in the associated Course Progression Procedures which include:

- requirements for achieving satisfactory course progress, including policies that promote and uphold academic integrity and meet the training package requirements where applicable, and processes to address misconduct and allegations of misconduct
- processes for recording and assessing course progress requirements
- processes to identify international students at risk of unsatisfactory course progress
- detailed intervention strategies to assist international students at risk of not meeting course progress requirements in sufficient time for them to achieve satisfactory course progress
- processes for determining the point at which an international student has failed to meet satisfactory course progress.

4.7 Where ECA Group assesses that an international student is not meeting course progress requirements, ECA Group gives the international student a written notice as soon as practicable which notifies the international student that ECA Group intends to report the international student for unsatisfactory course progress; informs the international student of the reasons for the intention to report; and advises the international student of their right to access ECA's complaints and appeals process within 20 working days of the intention to report date. See ECA Group Complaints and Appeals Policy and Procedure.

4.8 ECA Group reports unsatisfactory course progress in PRISMS in accordance with section 19(2) of the ESOS Act where:

- the internal and external complaints processes have been completed and the decision or recommendation supports ECA Group, or
- the international student has chosen not to access the internal complaints and appeals process within the 20-working day period, or

- the international student has chosen not to access the external complaints and appeals process, or
- the international student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

5. Review and Continuous Improvement

5.1 The ECA Group is committed to ongoing monitoring and improvement of its policies and procedures, and to this end has an integrated strategy including:

- The ECA Group Management Team conducting reviews of specific elements of the policy and procedures when a student or trainer/assessor raises a possible problem to be addressed that has not been factored into the existing policy and/or procedure. This will then be referred to the ECA Group General Manager, Quality Assurance updates the policy and seeks approval from the PEO.
- Staff at ECA with responsibilities relating to the managing of student progress are encouraged to submit any concerns about, and suggestions for making improvements to the Policy and Procedure to the appropriate Manager who is responsible for ensuring that appropriate responses are reported to the ECA Group for development.