



# The Canberra Training School Pty. Ltd. T/A CANBERRA BUSINESS AND TECHNOLOGY COLLEGE

## COURSE PROGRESS AND ATTENDANCE POLICY

### Introduction

International students on student visas are required to maintain satisfactory attendance and course progress at all times.

Canberra Business and Technology College (CBTC) monitors students' attendance and course progress on a regular basis in order to meet its legal obligations and ensure that students are given every opportunity to complete their course successfully.

### Legislation

- *National Code 2018*
- *Standard 8*

### Procedures

CBTC will have adequate procedures in place to:

- Ensure that the expected duration of the course specified in the students' 'Confirmation of Enrolment' (COE) does not exceed the CRICOS registered duration for the course.
- Ensure that information regarding the Attendance requirements and Course Progress Policy are provided to the student prior to enrolment. Students are also informed of the requirements at the Student Orientation program in the first week of their respective commencement.
- Monitor students' attendance and send reminders, offers of support and/or warnings to students whose attendance is deemed to be unsatisfactory to achieve satisfactory course progress. CBTC will review attendance records periodically to identify students at risk of not meeting their course progress requirements.
- Ensure that the student handbook clearly set out the expectation for students in terms of their attendance as follows:

#### **Attendance, training and assessment and competency expectations**

- CBTC is required to demonstrate to the Australian Skills Quality Authority (ASQA) that international students are participating in and attending scheduled classes. CBTC will maintain weekly attendance records for students.
- Students are required to maintain a full time study load of a minimum of 20 contact hours per week as a requirement of their student visa
- Students are required to attend a minimum of 20 scheduled contact hours per week.
- Students must participate in scheduled classes in accordance with the course timetable to make satisfactory course progress, and if they don't satisfactorily progress in their course, they will be in breach of a condition of their visa
- if students don't attend scheduled classes, CBTC may need to reassess their course duration and may shorten their course duration
- ASQA may, at any time, require CBTC to implement policies and procedures to monitor minimum attendance requirements and if students don't meet these requirements, they will be in breach of a condition of their visa



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- Department of Home Affairs may cancel student visas if students fail to maintain their enrolment.
- Monitor students' course progress and send reminders, offers of support and/or warnings to students whose course progress is deemed to be unsatisfactory; or where CBTC believes that the student is at risk of not meeting the course progress requirements. CBTC will formally monitor progress at the end of every 9-week study period. CBTC will make every attempt to assist the student in completing the course progress requirements within the expected course duration noted on their COE.
- If a student is unable to meet the course progress requirements due to compassionate or compelling circumstances or when implementing an intervention strategy, CBTC will discuss an extension of the eCOE with the student. If agreed, CBTC will extend the COE via PRISMS and keep a record of the decision in the Student File
- CBTC may allow students to undertake a maximum of 25% of the course via online study; however, the student may not enroll exclusively in online learning during any study period
- CBTC staff will follow the detailed policy outlined below

## Course Progress Policy

### 1.0 Purpose and Scope

- 1.1 The purpose of this policy is to ensure that students' course progress is monitored and reviewed, and that CBTC takes intervention action when a student is at risk of not progressing satisfactorily or completing their course as per the requirements of National Code 2018 (Standard 8).
- 1.2 CBTC is implementing the **DEEWR-DIAC Course Progress Policy and Procedures** for CRICOS Providers of VET Courses for all its vocational courses.
- 1.3 This policy applies to all international students enrolled in any course offered to international students (all CRICOS registered courses).
- 1.4 CBTC will document and implement a detailed policy and process for monitoring the attendance of overseas students in the event that this requirement is set as a condition of CBTC's registration by the regulatory authority. In such an event, CBTC will comply with the requirements outlined in Standard 8.10, 8.11 and 8.12.

### 2.0 Responsibility

- 2.1 The CEO or delegate is responsible for the implementation of this procedure and to ensure that staff and students are aware of its application.
- 2.3 The manager for each course is responsible for determining the training and assessment strategy for the course. The training and assessment strategy will specify how the course is divided into study periods and the workload for each study period.

### 3.0 Policy Statement

- 3.1 The attendance and progress of each student shall be monitored, assessed, and recorded.
- 3.2 Each student shall be assessed at the end point of each study period and their course progress shall be



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determined.

3.3 An intervention strategy will be implemented to assist students who are at risk of not making satisfactory course progress.

3.4 Where CBTC has assessed the student as not meeting satisfactory course progress, (after the intervention strategies have been exhausted) CBTC will inform the student in writing of its intention to report the student to DHA and that he or she is able to access the Complaints and Appeals process within 20 working days.

3.5 CBTC shall notify the Secretary through PRISMS within 14 days of the student not achieving satisfactory progress after the appeals process (if actioned) is finalised and upholds the CBTC's decision to report.

3.6 **Requirements for achieving satisfactory course progress-** A student will be deemed to have achieved satisfactory course progress if he/ she satisfactorily completes and achieves competency in 50% or more of the Units attempted in the study period.

Competency is determined by the Assessors based on the specific competency requirements related to each Unit.

Academic misconduct, such as plagiarism, is not acceptable and the student will be required to resubmit work, if relevant. Additional information on the expected 'Code of Conduct' is available in the 'Code of Conduct' and procedures to handle misconduct is included in the 'Complaints and Appeals Policy'.

3.7 **Students at risk** - are defined by CBTC as students who:

- have failed to achieve competency in 50% or more of units or prescribed assessments attempted in a study period
- have unsatisfactory performance in class and show very little learning progress
- have unsatisfactory attendance which is deemed to be insufficient to achieve satisfactory course progress by their instructor

## 4.0 Definitions

### 4.1 Study period

A study period for courses – 9 weeks (Each college term is 9-week duration).

4.2 Meeting course requirements – satisfactorily completing and achieving competency in more than 50% of units or prescribed assessments in a study period

4.3 Unsatisfactory course progress – failing to satisfactorily complete and achieve competency in 50% or



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more of units or prescribed assessments in 2 consecutive study periods

## **5.0 Method**

**CBTC will monitor and record students' attendance and course progress.**

### **Note on Attendance**

- CBTC is required to demonstrate to the Australian Skills Quality Authority (ASQA) that international students are participating in and attending scheduled classes. CBTC will maintain weekly attendance records for students.
- Students are required to maintain a full time study load of a minimum of 20 contact hours per week as a requirement of their student visa.
- Students are required to attend a minimum of 20 scheduled contact hours per week.
- Students must participate in scheduled classes in accordance with the course timetable to make satisfactory course progress, and if they don't satisfactorily progress in their course, they will be in breach of a condition of their visa.
- if students don't attend scheduled classes, CBTC may need to reassess their course duration and may shorten their course duration
- ASQA may, at any time, require CBTC to implement policies and procedures to monitor minimum attendance requirements and if students don't meet these requirements, they will be in breach of a condition of their visa
- Department of Home Affairs may cancel student visas if students fail to maintain their enrolment.

#### Process that will be followed at CBTC

- Attendance will be recorded for all timetabled classes.
- Students are expected to sign the Attendance Roll to record their attendance for the class.
- The Administration staff will monitor attendance regularly. Attendance will be formally monitored every 5 weeks. Students who are not attending classes regularly will be sent reminder emails.
- Absence for 2 consecutive weeks of classes will trigger warning letters.
- If a student is meeting course progress requirements, but not attending classes regularly, the Administration team will meet with the student to advise them that their enrolment duration may need to be reviewed and reduced.

### **Notes on Course Progress**

5.1 A failure in 50% or more units in a single study period will trigger a review of academic progress and implementation of an intervention strategy by the College.

5.2 Units that have been completed at the end of a study period and have a final unit result will be evaluated by the student administrator in accordance with the course progress and intervention strategy.

5.3 Where a unit runs for more than one study period, early intervention will be implemented at the end of each term of delivery. If the student has not satisfactorily completed all assessment tasks in that term,





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they will be deemed as being 'at risk' of failing the unit.

5.4 Early intervention based on assessment task failure is not counted toward formal course progress. Early intervention is only implemented to assist students in achieving satisfactory course progress.

5.5 Failing a unit means being assessed as "Not Yet Competent" for a completed unit.

5.6 Students will be counseled if they have failed any unit in a study period or if they have failed two or more core units in any study period

5.7 Within 10 working days of the completion of a study period the student administrator will review the course progress of all students and identify those students who have failed 50% or more units in the study period.

5.8 Within 10 working days of the completion of a study period all students identified as having failed 50% or more units will be contacted requiring them to attend a course progress interview with the course program manager.

5.9 At any point in the term, if CBTC believes a student is struggling and may not achieve satisfactory progress, an early intervention may be activated. The early intervention requires an interview with the course program manager and strategies identified to assist student to pass the unit.

5.10 At the course progress interview the student may be placed on a Student Monitoring Program with one or more of the following intervention strategies put in place:

- Student attendance timetable drawn up
- Student study time table drawn up
- A short stand up meeting for the current study period with the course program manager or a delegated person will be scheduled. Notes and feedback to the student are recorded.
- Advice of course suitability
- Opportunities to be reassessed in tasks or subjects previously failed, or be able to demonstrate the necessary competency in areas in which they had not previously been able to achieve competency
- Advising students that unsatisfactory course progress in two consecutive study periods could lead to them being reported to DHA and cancellation of their visa, depending on the outcome of any appeals process.

5.11 At the fortnightly intervention meeting the following will be reviewed

- Fortnightly attendance
- Fortnightly academic involvement
- Implementation of the study timetable

5.12 All students training plans, results, course progress, and interventions (if any) shall be recorded in



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the student management system on an ongoing basis.

5.13 If a student fails 50% or more units in two consecutive study periods (after having been on the Student Monitoring Program and interventions put in place) thus failing to meet course progress requirements, then CBTC will notify the student in writing of its intention to report the student for not achieving satisfactory course progress. The student will be informed they have 20 working days to appeal the decision to report via the Complaints and Appeals process. If the appeal is not upheld or the student withdraws from the appeal process, CBTC will report the student to DHA. A copy of all the documents and PRISMS notifications will be put in the student's file.

5.14 During the intervention period, students who fail to maintain 80% attendance, fail to achieve set satisfactory academic progress goals or fail to implement the study timetable may be reported to DHA for unsatisfactory academic progress.

5.15 Students failing to attend the fortnightly intervention meeting without a reasonable excuse may trigger the reporting process to DHA for unsatisfactory academic progress.

5.17 In exceptional circumstances, CBTC may extend the duration of the student's enrolment if he/ she is unable to complete the course within the expected duration. These circumstances are listed below and will be examined on a case by case basis, subject to sufficient supporting evidence being available to CBTC:

- Compassionate or compelling grounds exist
- CBTC has implemented a special intervention strategy to help the student achieve satisfactory course progress, or
- An approved deferral or suspension of study has occurred (based on the CBTC 'Deferral, Suspension and Cancellation Policy').
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In circumstances where a student's course duration is approved and changed by CBTC, the student must be notified to contact the Department of Home Affairs to seek advice on the potential impact to their visa, including any visa extensions that may be needed.

## **6.0 Records**

6.1 All records related to students' course progress and attendance will be retained in the Student's file for a minimum period of two years after the student ceases to be an accepted student at CBTC.