



Course Progress and Completion Policy

PURPOSE:

1. To provide a documented process for monitoring **international** students course progress and completion, in accordance **with Standard 10** of the *National Code 2007*.

SCOPE:

2. This policy applies to all international students who are commencing, have commenced or are continuing study with Perth Technical College Pty Ltd (**PTC**) trading as Australian Technical College Western Australia (**ATCWA**).

PROCEDURE:

COURSE COMPLETION WITHIN THE EXPECTED DURATION OF STUDY

3. ATCWA is required to manage student's course progress and workload to ensure they complete within the duration specified in the Confirmation of Enrolment (CoE) and in accordance with the CRICOS registered course curriculum.

MONITORING AND TRACKING COURSE COMPLETION

4. ATCWA maintains and tracks course progress through the enrolment process within the Training Management System, **RTO Manager**.
 - a) Each course is setup within **RTO Manager**, with the required units, timeframes, delivery methods and sessions for delivery.
 - b) Students are then enrolled into the course and a Time Table with Assessment due date is provided to the student.
 - i. The Time Table will be provided to the student 10 working days before the end of **term**
 - c) The course progress is monitored to ensure that student is meeting the requirements and is on schedule.
 - i. This allows ATCWA to identify any problems immediately and help minimise any adverse effects to the student
 - ii. This also assists ATCWA to implement the necessary Intervention Strategies

EXTENSION TO COURSE DURATION

5. ATCWA will only extend the duration of the student's study where it is clear that the student will not complete the course within the expected duration, as specified on the students CoE, as the result of:
 - a) Compassionate or compelling circumstances,



- b) After implementing an Intervention Strategy for students who are at risk of not meeting satisfactory course progress, or
 - c) An approved deferment or suspension of study has been granted in accordance with the Deferral, Suspension or Cancellation Policy.
6. All Intervention Strategies or Extensions will be assessed individually, taking into account the circumstances of the student.
 7. Except in the circumstances listed above, the expected duration of study specified in the student's CoE must not exceed the CRICOS registered course duration.

MONITORING COURSE PROGRESS

8. ATCWA tracks student's course progress via the enrolment within the RTO Manager.
9. ATCWA will monitor the student's academic performance and alert the student where necessary should they be falling below the requirement.

INTERVENTION STRATEGIES

10. ATCWA is required to implement Intervention Strategies for students not meeting the course requirements.
11. ATCWA will review the academic progress of each student via the Time Table with assessment due date within RTO Manager. This will allow ATCWA to identify 'AT RISK' students and whether:
 - a) The student has failed more than **25%** and **37.5%** of the total course units, and
 - b) The student has been identified as unable to complete the course in the required duration
12. All students identified as 'AT RISK' will be sent warning letters (25% - First Warning, 37.5% Second Warning) and a formal interview will be arranged. [Notice of Intention to Report will be sent when 50% of units are NYC or assessments not submitted.](#)
 - a) An Intervention plan will then be formulated
 - b) If the student does not agree with the Intervention plan or process, they shall have 20 days to access the Complaints and Appeals process
13. In the event ATCWA varies a student's workload or expected duration of study on completion of the Intervention process, ATCWA will:
 - a) Record this in the RTO Manager as well as on the students file
 - b) Issue a new CoE
 - c) Report this variation via PRISMS



14. ATCWA will also inform the student to contact DIBP to discuss any issues with their VISA requirements.
15. Strategies for Intervention may include, but are not limited to:
 - a) Extra Tuition
 - b) Modifications in workload
 - c) Extension in course duration
 - d) Personal counselling

REPORTING

16. ATCWA must report any student who has an academic progress of less than **50%** of the total units in a course to DIBP via PRISMS.
17. Students shall have **20 working days** to access the Complaints and Appeals process. Should the student choose not to access the Complaints and Appeals process, then ATCWA will report to DIBP at the first available opportunity.