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Purpose

The purpose of this policy is to ensure that Everest Institute of Education (Ei) monitors international students to ensure that they can complete their course within the duration specified on their Confirmation of Enrolment (CoE) and that timely intervention strategies are implemented for students who are at risk of failing to meet course progress or attendance requirements.

The intention of this policy is to provide all students with the best opportunity to meet their study goals and aspirations and to ensure that students do not breach their visa requirements.

This ensures compliance with Standard 9, 10 and 11 of the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007.

Definitions

CoE means Confirmation of Enrolment

Compassionate and Compelling Circumstances include but are not limited to:

- serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- bereavement of close family members such as parents or grandparents;
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies;
- a traumatic experience which has impacted on the student and which could include involvement in, or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports; or
- where Everest Institute of Education (Ei) is unable to offer a pre-requisite unit.
- where the student is unable to begin studying on the course commencement date due to delay in receiving a student visa.

DET means Department of Education and Training

Study period is defined as one term of the course in which the student is enrolled.

Satisfactory Course Progress is where students do not fall into the categories identified below.

Unsatisfactory Course Progress is where a student is:

- Is judged as Not Yet competent in one assessment task in a pre-requisite unit
- Is judged as NYC in a pre-requisite unit
- Is judged as NYC in 50% of units included in the course load during a study period
- Is judged as NYC in 50% of units included in the course load at the end of a study period
- Is identified by a trainer/assessor as requiring intervention
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- Has an attendance pattern that is considered to be placing the student at risk of not achieving satisfactory course progress
- Has been absent for 5 consecutive days or more
- Does not participate in the course as per the course schedule or attendance requirements.

Unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported and a cancellation of the student’s visa.

**Satisfactory attendance** is defined as where a student attends at least 80% of the scheduled course contact hours. In some instances, a student may not be reported if their attendance falls below 80%. This is where the student’s attendance is at least 70% and they are maintaining satisfactory academic performance.

**Unsatisfactory attendance** is where the student does not or cannot meet attendance requirements as specified above.

An **Intervention Strategy** may include one or more of the following interventions:

- Advising students on the suitability of the course in which they are enrolled and possible alternatives;
- Advising students of opportunities for reassessment; and
- Advising students of assistance such as:
  - receiving English language support;
  - reviewing learning materials with the student and providing information to students and in a context that they can understand;
  - providing extra time to complete tasks;
  - providing access to supplementary or modified materials
  - providing supplementary exercises to assist understanding
  - attending academic skills programs;
  - attending tutorial or study groups;
  - receiving individual case management;
  - attending study clubs;
  - attending counselling;
  - receiving assistance with personal issues which are influencing progress;
  - receiving mentoring;
  - referral to external organizations where Ei is unable to address the identified learning or academic issues:
    - being placed in a suitable alternative subject within a course or a suitable alternative course; or
    - a combination of the above and a reduction in course load.

**PRISMS** means Provider Registration and International Student Management System (PRISMS)
Policy

1. Completion within expected duration
   - All courses for international students are CRICOS registered and expected duration of study is as recorded on the CRICOS register.
   - International student must complete their studies within the expected duration specified on their Confirmation of Enrolment.
   - In order for students to complete their studies within the expected duration specified on their Confirmation of Enrolments, students must meet course progress and attendance requirements as specified in the definitions in this policy. Where requirements are not met, Everest Institute of Education (Ei) course progress and attendance monitoring procedures will be followed.
   - Extensions to a Confirmation of Enrolment are only allowed in the case of compassionate or compelling circumstances or where a student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory progress or meeting attendance requirements or an approved deferral or suspension of studies has been granted in accordance with Ei’s Deferral, Suspension and Cancellation Policy and Procedure. Students who do not meet course progress or attendance requirements are at risk of having their visas cancelled.
   - When the student can only account for the variation/s by extending his or her expected duration of study, this will be reported to the DET via PRISMS.
   - All variations in the student’s enrolment load, including the reasons for the variation will be recorded on the student’s file.

2. Online or distance learning enrolment
   - At no time during a compulsory study period may a student study more than 25% online or by distance.
   - In the last compulsory study period of a course, students may not complete the last unit of study of their course online or by distance and remain in Australia. However, if the course is available online or by distance and the student only has one unit to complete in a compulsory study period, they may request Everest Institute of Education (Ei) to cancel their CoE (thus no longer requiring a visa) and return to their home country.
   - If a student elects to study during a non-compulsory study period, they can study entirely online or by distance as long as this does not result in the student studying more than 25% of their total study load via online or distance learning.
   - A student’s participation in on-line study will be monitored.

3. Reporting students
   - Where a student has demonstrated unsatisfactory course progress in two consecutive study periods and/or has failed to meet attendance requirements despite interventions implemented, Everest Institute of Education (Ei) will be required to report the student to DET via PRISMS and the student will receive a written notice informing them of the intention to report for non-satisfactory course progress and/or attendance.
   - Students have the rights to appeal against this decision as explained through Ei Complaints and Appeals Policy and Procedure. If the student chooses to access this process, the student will not be reported until this process is complete.
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- An appeal will only be considered if Ei has not recorded or calculated the student’s marks attendance correctly, has not provided appropriate support, has not implemented other policies such as assessment and feedback which could impact on the student’s results or there are compassionate or compelling reasons (see definitions) which have contributed to the unsatisfactory progress and/or attendance.

- All records will be kept on the student’s file including warning letters and the notice of intention to report.

Document Control

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