

SATISFACTORY COURSE PROCESS

Policy number: 14.17

Authorised by: Director, Trison Business College

Introduction date: 1/1/08

Last revision date: 27/8/08

Policy Statement

Trison Business College is committed to the delivery of high quality training and support services to all students through the regular monitoring and assessment of student satisfactory course progress by implementing the DEST-DIAC Course Progress Policy and Procedures for CRICOS Providers of VET Courses .

Policy Guidelines

1. The Training Officer is responsible for ensuring that each international student in their class achieves satisfactory course progress and will complete their course within the duration specified on the student's CoE.
2. International students are to be given FM14.17.01 *International Student Acknowledgement of Course Progress Requirements*. After the students have understood the requirements, the students are to be asked to sign the Form. A copy of the signed Form is to be provided to the students. The College's copy (the original) is to be filed with the Student's Records.
3. Under the DEST-DIAC Course Progress Policy, satisfactory course progress is defined as successfully completing or demonstrating competency in at least 50% of the course requirements in a study period. A study period at Trison Business College is considered to be a term of ten weeks in duration.
4. Upon commencement the Training Officer is to meet with the student and determine a course structure (including underpinning and elective units) and an appropriate time frame for completing each unit. The course structure developed is to take into account the needs and aspirations of the student, along with academic ability and previous experience. The student is to be given written advice of the units that are to be completed by the end of each term.
5. After meeting the student will be provided with an individual Training Plan, identifying all subjects in which the student is currently enrolled and expected completion date of each subject. The Training Plan will assist with the identification of students at risk of being unable to complete their programs within expected time frames.
6. All training and assessment is competency based. Competency based systems assess students on the basis of their competency – that is, if they can or cannot perform a task. The emphasis is not on how well a student can perform but on whether or not they can perform the required task. For all completed modules a student's achievement will be graded as either Competent (C) in the learning outcomes, or Yet to be Achieved (Y).
7. In the event that a student does not obtain competency in a unit, then the student may re-submit work for assessment, but it must be received by the date specified. A student may re-submit work for assessment on a maximum of two occasions before a final grade is given.
8. An "at risk" student is defined as a student who does not hand in an assignment by the due date or whose second submission is not yet complete. Students identified for the first time as being "at risk" will receive a warning and be recorded in the student database as "at risk", and then counselling or additional support will be offered.
9. Trison Business College will implement the Policy 14.19 *Intervention and Risk Management* for any student who is at risk of not meeting satisfactory course progress requirements.

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10. When a student has been assessed as making unsatisfactory progress in a second consecutive compulsory study period, FM14.17.02 *Warning of Intention to Report Unsatisfactory Performance* will be used to inform the students the intention for unsatisfactory course progress and notify the student that he or she has 20 working days to access Trison Business College's internal complaints, grievances and appeals process. Refer the Policy 14.23 *Complaints or Grievances* or Policy 14.24 *Appeals Process*.