SATISFACTORY COURSE PROGRESS

Policy number: 14.17
Authorised by: Director, Trison Business College
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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 DEEWR-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. Satisfactory course progress is achieved by submitting assignments by the due date, paying course fees by the due date and maintaining a minimum attendance of 6 hours per week. In the event that one of the requirements is not achieved on a single occasion during a school term the student is to be counselled and reminded of the requirements to maintain satisfactory progress. Where the requirements for satisfactory progress are not met on two or more occasions during a term the Intervention and Risk Management Policy (Policy 14.19) is to be implemented.

3. 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 a course outline, stipulating the units that are to be completed and the due date(s) for submission of assignments. The course outline will assist with the identification of students at risk of being unable to complete their programs within expected time frames.

4. 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).

5. 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.