

MONITORING STUDENT PROGRESS

Policy number: 14.18

Authorised by: Director, Trison Business College

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Policy Statement

This Policy applies to International students.

Trison Business College is committed to the delivery of high quality training to all students through the regular monitoring and assessment of student progress. The College also aims to provide training that is flexible and suits individual needs. This is best accomplished by adopting the DEST and DIAC approved course progress policy and procedures for vocational education and training courses.

In addition to ensuring high quality outcomes for students, this policy also ensures that DEST and DIAC requirements in relation to course progress are met.

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 defined as successfully completing or demonstrating competency in at least 50% of the course requirements each term. Where satisfactory course progress is not achieved, where the Training Officer determines that satisfactory course progress is unlikely to be achieved, or where the student is at risk of not completing the course within the duration specified on the student's CoE, the Director is to be notified immediately and the intervention strategy outlined in the Intervention & Risk Management Policy is to be implemented within 7 days.
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 written advice of the units that are to be completed by the end of each term.
4. The Training Officer is to regularly monitor student progress throughout each term and identify any potential problems or barriers that may prevent the student from completing the required units by the end of term. This monitoring can be undertaken on an informal and continuous basis, but will also be undertaken on a formal basis, with the Training Officer required to access the database record of each student at the beginning of each month and note the number of units completed. The Training Officer is to record whether progress is satisfactory or unsatisfactory on the student database in the comments section.
5. The Training Officer may allow more time for a unit to be completed, but only if this additional time does not extend the overall course duration, does not result in competency in less than 50% of units for 2 consecutive terms, and if the Training Officer feels that circumstances warrant an extension.