

Academic Progression Policy

*(Vocational Education &
Training)*

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Approved By:	Executive General Manager, Group Quality, Accreditation & Compliance
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Implementation Owner:	Academic Director, Academic Managers
Maintenance Owner:	Executive General Manager, Group Quality, Accreditation & Compliance

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Section 1 – Introduction

1. Purpose

To provide all students the opportunity to demonstrate the competencies required to achieve their educational and career aspirations. The purpose of this policy is to provide information on the:

- i. process of identifying students who are at risk of not making satisfactory academic progress.
- ii. intervention strategies used to ensure that students have access to appropriate support mechanisms.

2. Scope

This policy applies to:

- i) All academic staff delivering Higher Education qualifications at Academy of Information Technology Pty Ltd – AIT - (also trading as Coder Academy Australia and ISCD), RTO: 90511, Registered Higher Education Provider PRV12005, CRICOS: 02155J
- ii) All staff of AIT including contractors;
- iii) All courses delivered by AIT including those delivered on their behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate's policy and these, the AIT policy will apply.

3. Definitions

Word/Term	Definition
Course Progression	To 'successfully' complete a course, VET students must be marked competent in all Units throughout their course. Competency is defined as 'the consistent application of knowledge and skill to the standard of performance required in the workplace. It embodies the ability to transfer and apply skills and knowledge to new situations and environments.
Study period	Defined periods when subjects or units are scheduled for course delivery.
VET Student Loan progression	To continue accessing a VET Student Loan, the Australian government requires that students must maintain engagement with their studies and meet a 50% progression requirement. Engagement is determined through the mandatory VSL progression survey undertaken 3 times each calendar year. Students must complete at least 2 surveys each year to meet the requirements. Additionally, the govt requires that students achieve a competency outcome for no less than 50% of units undertaken in a given calendar year.

Section 2 – Policy

1. Monitoring Course Progress

Students are required to progressively submit assessments throughout a subject. All students are monitored by their educators who contact them if there are early indicators they may be at risk of not successfully completing their assessments.

2. Academic Support

The organisation supports students who are not meeting course progress requirements by:

- Identifying students not meeting course progress requirements and making sure students understand the requirements.
- Assisting students by advising of opportunities for them to be reassessed for tasks in units or subjects they had previously been deemed unsatisfactory.
- Advising students on the suitability of the course in which they are enrolled.
- Providing counsel to students where they feel circumstances beyond their control are impacting their ability to academically progress.

3. Engagement Requirements

When students opt to study with the college, the expectation is that they will maintain regular and consistent engagement in their studies. This includes attending all scheduled classes as well as regularly accessing the course material published in the Learning Management System (LMS). For students studying on a student visa, failure to maintain a sufficient level of engagement may result in a breach of their visa conditions. For students accessing a HELP Loan, failure to maintain a sufficient level of engagement may result in loss of access to the loan or cancellation of enrolment.

4. Progression Requirements

Students are required to progressively submit assessments throughout a study period. Educators will monitor student progress and students will be contacted if they fail to hand in an assessment by the due date, or have not actively logged into the Learning Management System in 2 or more weeks. Educators may offer support and assist students to stay on track for completion of their study period. To successfully complete a study period, students must be deemed Competent in all Units within that study period.

All assessments in a Study Block need to be completed and submitted by their published due date. **By 11.59pm on the final Sunday of the study period, all assessments for that study block must be submitted.**

If students are deemed unsatisfactory in an assessment, they will have a SINGLE OPPORTUNITY to resubmit assessments, within 21 days from the release of assessment results.

If the student is enrolled in the next scheduled study period for their course, where they are resubmitting an assessment, they need to continue their existing study plan to ensure they maintain satisfactory academic progression.



5. Implication of Non-Progression upon VET Student Loans

Course progression is directly linked to the continuance of access to a VET Student Loan. Students accessing a VET Student Loan are required to maintain a minimum progression rate. Where students are deemed Not Yet Competent for greater than 50% of enrolled subjects in a given calendar year, they run the risk of losing their continued eligibility to access a govt loan.

The Australian government monitors progression through its Progression Survey. Students are required to complete this survey on no less than two occasions in any calendar year. Should a student fail to submit their Progression Survey more than once in a calendar year, the Government will withdraw access to their VET Student Loan.

EXAMPLE:

- In June, Lee forgets to submit their Progression Form in the eCAF system. Because this has so far happened only once, Lee keeps their VET Student Loan in the next study block.
- In October, Lee forgets to submit the form again. At this stage, Lee loses access to their VET Student Loan in the next study block and needs to pay for their units from their own pocket. This continues until a pattern of success is re-established.

Section 3 – Reference and Supporting Information

Supporting Documentation

Document name	Document type	Location
Student Code of Conduct	Policy	Internal
Student Handbook	Policy Guide	Internal
ASQA Standards for RTO's 2015 (Revised 2017)	Regulatory Standards	External
Broadcasting Services Act 1999	Legislation	External
VET Student Loans Act 2016	Legislation	External
Study Assist (VET Student loan publications)	Government Guidelines	External
Assessment Policy	Policy	Internal

Section 4 – Change History

Change History

Version	Approval Date	Department	Approved by	Change
V1.0	21 June 2024	NextEd Group	Executive General Manager, Group Quality, Accreditation & Compliance	New version created for AIT
		Technology & Design Division	Executive General Manager	

