Name:	**Academic Progression Policy (Higher Education)**
Approved by:	Exec General Manager Group Quality, Accreditation & Compliance
Date Approved:	08.06.2022
Approved by:	General Manager - Technology & Design Division
Date Approved:	08.06.2022
Implementation Owner	Student Services - Technology & Design Division
Maintenance Owner	Exec General Manager Group Quality, Accreditation & Compliance
Review Date	08.06.2023

SECTION 1 – INTRODUCTION

1. PURPOSE

The Academy of Information Technology (AIT), including Coder Academy is committed to providing all students the maximum opportunity to demonstrate the competence required to achieve their educational and career aspirations. The purpose of the Academic Progression Policy is to provide information on the:

i)   rules for meeting course completion requirements
ii)   identification of students who are not making satisfactory academic progress
iii)   identification of students who are at risk of not making satisfactory academic progress
iv)   intervention strategies to ensure that students have access to appropriate support mechanisms
v)   processes relating to the exclusion of students who do not meet completion or academic progress requirements

2. SCOPE

This policy refers to the students studying Higher Education qualifications with the Academy of Information Technology (AIT), including Coder Academy.

SECTION 2 – POLICY

1. COURSE PROGRESSION DEFINITION

For students to be successful in their course they need to demonstrate the level of understanding, knowledge and skill expected for the level of the qualification, as described in the [Australian Qualifications Framework (AQF).](#) The level of academic achievement is described in the course curriculum documents, ratified by the Academic Board and duly approved by the relevant regulator. Course Outlines, Subject Outlines and Assessment Guides are all written in accordance with the appropriate AQF level.

There is a moderation of the assessments process, where a moderator is appointed to monitor the quality of the assessment tasks set and the marking of those assessments. To complete a course, Higher Education students must pass all of the core subjects and elective subjects. The minimum requirement to pass a subject is described in the program's Subject Outline.
The following academic progress rules are provided to facilitate the progress of students within AIT, Coder Academy and iscd qualifications.

2. MONITORING COURSE PROGRESS

AIT, (including Coder Academy) will monitor academic performance in each study period. The

main purpose of this is to ensure students have the best chance of academic success, that students continue to access government loans and that students who are on a student visa meet visa course progress requirements. The organisation is committed to early identification of students at risk and proactively supports students not meeting course progress requirements.

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

- i) regularly and effectively advising students of progress requirements;
- ii) identifying students not meeting course progress requirements;
- iii) alerting students that they are not meeting course progress requirements;
- iv) providing assistance to address issues affecting progress;
- v) putting in place Progression Agreements with students at risk; and
- vi) tracking the progress of students after they are identified as not meeting course progress requirements.

3. NON-PROGRESSION INTERVENTION STEPS

Intervention Step 1: Non-progression indicators are monitored by Student Support staff who contact students if there are early indicators they may be at risk of not successfully completing their studies. Indicators which may be used by staff to determine students at risk are:

- disengagement in scheduled activities
- low grades in formative and summative assessments
- subject failure

These indicators may be the basis for offering the student additional support, but isolated incidents will not trigger a formal Progression Agreement process.

Intervention Step 2: If there is evidence that the student does not show significant improvement despite the support given in intervention step 1, the student will have to enter into a formal Progression Agreement.

4. WHAT IS A FORMAL PROGRESSION AGREEMENT?

A formal Progression Agreement is a document containing requirements necessary for a student to meet in order to successfully progress and is intended to support a student's study success.

A Progression Agreement is decided between a student and an appropriate academic staff member in a meeting. A formal Progression Agreement will be documented and recorded and may include, but not be limited to:

- i) Regular meetings for academic counselling
- ii) Academic Language support
- iii) Revision of study load and/or course of enrolment
- iv) Mentorship and peer support programs
- v) Consensual referral to appropriate medical services and/or other appropriate support

vi) Requirement to pass certain pre-requisite subjects

vii) The adjustment of assessment briefs or instructions including the use use of an amanuensis as areas of adjustment

Below is a table of intervention indicators that trigger a formal Progression Agreement.

AIT BACHELOR AND DIPLOMA PROGRAMS		
Student Enrolment	**Intervention Indicators**	**Intervention Actions**
Enrolled in 1 subject in a study period	- Student fails 1 subject	- Students attend a formal Progression Agreement meeting with an Academic staff member to map out how they will get their studies back on track - students receive in an email containing the Progression Agreement outlining their obligations and the consequences if they fail to participate and/or improve their grades.
Enrolled in 2 subjects in a study period	- Student fails 1 or more subjects	
Enrolled in 3 subjects in a study period	- Student fails 2 or more subjects - Student fails the same subject after the second attempt	
Enrolled in 4 subjects in a study period	- Student fails 2 or more subjects - Student fails the same subject after the second attempt	

5. CONSEQUENCES IF PROGRESSION AGREEMENT OBLIGATIONS ARE NOT MET

In the event of a student not meeting the requirements of their Progression Agreement, the following steps will be taken.

AIT DOMESTIC STUDENTS		
ACTION	**POSITIVE OUTCOME**	**NEGATIVE OUTCOME**
1. Students receive a 'Show Cause' email from Student Services asking them to explain why they should not be excluded from the course. 2. Students need to reply explaining why intervention strategies did not work and why the student should be permitted to continue their studies. This must be received by student services within 10 working days from the date the email was sent. If no email response is received in 10 working days students are automatically excluded from their studies.	Show Cause Email accepted: - If the student email is accepted as reasonable the student may continue under special circumstances	Show Cause Email not accepted: 1. Students are excluded from studies unless an internal appeal is submitted and accepted. 2. Students can appeal internally by following the Grievances, Complaints, Appeals Policy.pdf. Should the appeal outcome be unsatisfactory, students have an option of appealing through an external agency such the New South Wales Civil and Administrative Tribunal (NSW students) or the Victorian equivalent body, VCAT (VIC students).

AIT INTERNATIONAL STUDENTS		
ACTION	**POSITIVE OUTCOME**	**NEGATIVE OUTCOME**
1. Students receive an Intention to Report (ITR) email from Student Services. An ITR means that Student Services will notify the Department of Home Affairs (DHA) that the student has failed to achieve satisfactory course progress; which may result in DHA cancelling their student visa. 2. Students need to reply explaining why intervention strategies did not work and why the student should be permitted to continue their studies. This must be received by student services within 20 working days from the date the email was sent. If no email response is received in 20 working days students are automatically excluded from their studies.	ITR Student Response accepted: - If the students' email is accepted as reasonable the student may continue under special circumstances.	ITR Student Response not accepted: 1. Students are excluded from studies unless an internal appeal is submitted and accepted. 2. Students can appeal internally by following Grievances, Complaints, Appeals Policy.pdf. Should the appeal outcome be unsatisfactory, a student has an option of appealing through an external agency such as the Overseas Students Ombudsman.

IMPORTANT NOTE: The parents of students under the age of 18 will also be notified in writing. Consent must be given by students over the age of 18 for Student Services to notify their parents.

6. PUBLICATION

This policy is published on the websites of AIT and Coder Academy to ensure students have up-to-date and accurate information publicly available to them.

SECTION 3 - NON-PROGRESSION IMPLICATIONS

1. IMPLICATIONS OF NON-PROGRESSION ON STUDENT LOANS AND STUDENT VISAS

Unsatisfactory course progress is defined by the Australian Education Department as failing 50% or more of the enrolled subjects. Course progression is directly linked to the continuance of access to the governments' FEE-HELP student loans and Commonwealth Supported Places (CSP) funding (AIT & Coder Academy). Students accessing FEE-HELP or CSP are required to maintain a minimum progression rate in order to continue using the loan for their course fees. Where students fail 50% or more of attempted subjects in a given study block or academic year they run the risk of losing their eligibility to access a government loan. This is referred to as the Pass Rate Requirement.

2. HIGHER EDUCATION BACHELOR STUDENTS (AIT)

Once a student has undertaken 8 or more subjects, the student must have passed at least 50% of their total attempted subjects in order to remain eligible for FEE-HELP.

EXAMPLE: Sally studies 8 subjects and only passed 3 subjects. Because this is less than 50% of 8 subjects, Sally will not be eligible for FEE-HELP in the next study block and will need to pay for her next subjects from her own money until she has again passed 50% of her total attempted subjects.

Sally enrolled in 3 subjects in her next study period, studying hard, and passed each one. Because of this, she has now passed 6 subjects out of 11 subjects attempted, so has re-established her FEE-HELP eligibility for the next study period she attempts.

3. HIGHER EDUCATION DIPLOMA (AIT & CODER ACADEMY)

Once a student has undertaken 4 or more subjects, the student must have passed at least 50% of their total attempted subjects in order to remain eligible for FEE-HELP.

EXAMPLE: Fred studies 4 subjects and only passed 1 subject. Because this is less than 50% of 4 subjects, Fred will not be eligible for FEE-HELP in the next study block and will need to pay for his next subjects from his own money until he has again passed 50% of his total attempted subjects.

Fred studied 4 subjects in his next study period, worked really hard, and passed them all! Because of this, he has now passed 5 subjects out of 8 subjects attempted, so has re-established his FEE-HELP eligibility for the next study period he attempts.

4. INTERNATIONAL STUDENTS

International students are required to achieve satisfactory course progress as a condition of their student visa. AIT will ensure that the relevant National Code Standards are followed and appropriate intervention steps put in place to assist international students in successful course completion.

SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

SUPPORTING DOCUMENTATION

Document name	Document type	Location
Student Code of Conduct	Policy	Internal
Students Services Hub on the LMS system	Policy Guide	Internal
National Code 2018	Govt Standards	External
TEQSA Threshold Standards 2015	Regulatory Standards	External
ASQA Standards for RTO's 2015	Regulatory Standards	External
Broadcasting Services Act 1999	Legislation	External
Higher Education Support Act 2003	Legislation	External
Study Assist (FEE-HELP & VET Student loan publications)	Govt Guidelines	External

SECTION 5 – CHANGE HISTORY

CHANGE HISTORY

Version	Approval date	Department	Approved by	Change
V1.0	12 August 2013	Academic	Dean	Development of Group Policy replacing existing entity level policies
		Technology & Design Division	General Manager	
V1.1	21 May 2015	Group Accreditation & Compliance	Compliance Manager	Updated to reflect changes to National Code and name of Dept. Home Affairs
		Technology & Design Division	General Manager	
V1.2	18 October 2019	Group Accreditation & Compliance	Group Manager	Update to reflect small changes with course progress and move policy to new template
		Technology & Design Division	General Manager	
V1.3	02 December 2019	Group Accreditation & Compliance	Compliance Manager	Updated to reflect terminology from weeks to % of study blocks to support delivery variations.
		Technology & Design Division	General Manager	
1.4	20 January 2020	Group Quality, Accreditation & Compliance	Compliance Manager	Minor change to wording.
		Technology & Design Division	General Manager	
1.5	12 August 2020	Group Accreditation & Compliance	General Manager	Change to wording to ensure consistency and flexibility.
		Technology & Design Division	General Manager	
1.6	8 June 2022	Group Quality, Accreditation & Compliance	Exec General Manager	Changes to clauses 3, 4, 5 & 6
		Technology & Design Division	Exec General Manager	