

Name:	VET Academic Progression Policy
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SECTION 1 – INTRODUCTION

1) PURPOSE

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

- I. rules for meeting course completion requirements
- II. process of identifying students who are at risk of not making satisfactory academic progress
- III. intervention strategies used to ensure that students have access to appropriate support mechanisms
- IV. process of identifying students who are not making satisfactory academic progress
- V. processes relating to the exclusion of students who do not meet completion or academic progress requirements

2) SCOPE

This policy refers to enrolled students who are studying Vocational qualifications with International School of Colour and Design Pty Ltd (iscd) and The Academy of Information Technology Pty Ltd (AIT) - also trading as Coder Academy & Work Ready Education - and Move Academy Pty Ltd (delivering on behalf of AIT).

SECTION 2 – POLICY

1) COURSE PROGRESSION DEFINITION

For students to be successful in their course, they need to demonstrate the relevant level of knowledge and skill expected for the qualification in a Training Package, as described in the [Australian Qualifications Framework \(AQF\)](#). The level of academic achievement is detailed in the course curriculum documents, as approved by the relevant regulator. These documents include Course Outlines, Subject Outlines and Assessment Guides. All are written in accordance with the appropriate AQF level.

To successfully complete a course, Vocational Educational & Training (VET) students must be marked competent in all Units of Competency 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’.

There is a rigorous procedure of monitoring the assessment strategies to ensure the quality of

the assessment tasks are appropriate to the unit Learning Outcomes and includes a moderation of each assessment to ensure consistency in the marking of those assessment tasks.

The following process is provided to facilitate the progress of students within iscd and AIT vocational qualifications.

2) MONITORING COURSE PROGRESS

iscd and AIT will monitor each student's academic performance in each study block. The main purpose of this is to help ensure students have the best chance of academic success and assist students to continue to access government loans. Early identification of students at risk allows iscd and AIT to proactively support students not meeting course progress requirements.

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
- failure to submit assessment tasks by the recommended due dates
- Not Satisfactory and/or Not Yet Competent outcomes for units and subjects

These indicators may be the basis for offering the student additional support.

3) NON-PROGRESSION INTERVENTION STEPS

Intervention Step 1: 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; and
- v) tracking the progress of students after they are identified as not meeting course progress requirements.

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 be required to enter into a formal Progression Agreement.

4) WHAT IS A PROGRESSION AGREEMENT?

A Progression Agreement is a document containing specific requirements necessary for a student to meet in order to successfully progress. It 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 Progression Agreement will be documented and recorded and may include, but not be limited to:

- i) Regular meetings for academic counselling
- ii) Revision of study load and/or course of enrolment
- iii) Mentorship programs
- iv) Consensual referral to appropriate medical services and/or other appropriate support
- v) The agreed alterations to the form of assessment briefs or instructions as a method of 'Reasonable Adjustment'.

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

VOCATIONAL CERTIFICATE IV AND DIPLOMA QUALIFICATIONS		
Student Enrolment	Intervention Indicators	Intervention Actions
Enrolled in a study block (4 subjects / 24 weeks)	- Student fails to submit all required subject assessment/s by the end of a 24-week Study Block	<ul style="list-style-type: none"> - Student attends a formal Progression Agreement meeting with an academic representative to map out how they will get their studies back on track - Student receives an email containing the Progression Agreement outlining their obligations and the consequences if they fail to participate and/or improve their grades.
	- Student submits all their assessments by the end date of their 24-week study block, however is deemed Not Yet Competent.	<ul style="list-style-type: none"> - Student is given two opportunities to resubmit all the outstanding assessments within an agreed timeframe determined at a Progression Agreement meeting with an academic representative. - Student receives an email containing the Progression Agreement outlining their obligations and the consequences if they fail to participate and/or improve their grades.

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.

FOR STUDENTS ENROLLED IN AIT ACCESSING VSL ONLY:

If a student is a recipient of a VET Student Loan (VSL), as a condition of that loan their enrolment will need to be cancelled at this juncture.

CERTIFICATE IV AND DIPLOMA VET STUDENTS		
ACTION	POSITIVE OUTCOME	NEGATIVE OUTCOME
<p>1. Students receive a 'Show Cause' email from Student Services asking them to explain why they should not be excluded from the course.</p> <p>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.</p>	<p><u>Show Cause Email accepted:</u> If the student email is accepted as reasonable, the student may continue under an adjusted Progression Agreement</p>	<p><u>Show Cause Email not accepted:</u> Students are excluded from studies.</p> <p>Students can appeal this decision internally by following the process in the Grievances, Complaints, Appeals Policy. There is a time limit for lodging an appeal after the notification of the intent to exclude a student from their studies. Refer to the Policy.</p> <p>Should the internal appeal outcome be unsatisfactory, students have an option of appealing the decision through an external agency as described in the policy.</p>

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 iscd and AIT to ensure students have up-to-date and accurate information publicly available to them.

SECTION 3 - NON-PROGRESSION IMPLICATIONS

IMPLICATIONS OF NON-PROGRESSION ON VET STUDENT LOANS (AIT STUDENTS ONLY)

Students need to meet engagement and progression requirements to continue accessing a VET Student Loan. They do this by completing a Progression Form in the electronic Commonwealth Assistance Form (eCAF) system. Students need to complete and submit the form within 2 weeks of receiving an invitation email. This is done 3 times per year, in February, June and October.

In the form, students answer brief questions and complete a short survey to confirm their active and legitimate enrolment in the course.

Should a student fail to submit their Progression Form more than once in a calendar year, the Government will withdraw their access to a 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 their VET Student Loan in the next study block and needs to pay for their subjects from their own pocket.

SECTION 4 – REFERENCE AND SUPPORTING INFORMATION

SUPPORTING DOCUMENTATION

Document name	Document type	Location
Student Code of Conduct	Policy	Internal
Student Handbook	Policy Guide	Internal
National Code 2018	Government Standards	External
ASQA Standards for RTO's 2015	Regulatory Standards	External
Broadcasting Services Act 1999	Legislation	External
VET Student Loans Act 2016	Legislation	External
Study Assist (FEE-HELP & VET Student loan publications)	Government 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	16 February 2022	Group Quality, Accreditation & Compliance	Exec General Manager, Group Quality, Accreditation & Compliance	new policy separating HE and VET

		Technology & Design Division	Exec General Manager	
1.7	16 June 2022	Group Quality, Accreditation & Compliance	Exec General Manager, Group Quality, Accreditation & Compliance	Clarification of policy wording
		Technology & Design Division	Exec General Manager	
1.8	16 September 2022	Group Quality, Accreditation & Compliance	Exec General Manager, Group Quality, Accreditation & Compliance	Change number of assessment attempts from 1 to 2
		Technology & Design Division	Exec General Manager	
1.9	4 October 2022	Group Quality, Accreditation & Compliance	Exec General Manager, Group Quality, Accreditation & Compliance	Adjustment to wording for VSL students
		Technology & Design Division	Exec General Manager	