

Purpose

To monitor, record and assess the course progress of each international student in a vocational course in accordance with DEEWR-DIAC Course Progress Policies and Procedures.

Scope

Applies to International Office Manager, Compliance/Welfare Officer, Heads of Departments and SE 2.

Definitions

DET	Department of Education and Training (Cth) and formerly known as DIISRTE and DEEWR
DIBP	Department of Immigration and Border Protection (Cth) and formerly known as DIAC
PRISMS	Provider Registration and International Students Management System

	TASK	RESPONSIBILITY	NOTES
1.	Prior to the start of each study period, prepare an <i>International Student List</i> for each teaching department that includes a listing of all international students enrolled in CRICOS registered courses available to international students for the study period.	Office Manager International	<i>International student lists</i> will be used to monitor international student academic course progress in accordance with the P/IO/D/4/120 Academic Course Progress and Attendance Policy and are to be maintained and made accessible to all relevant staff via the institute's Staff Portal.
2.	Notify all applicable Senior Educator 2 (SE2) staff from teaching departments when the lists are made available and the critical dates for each study period by which the recording and monitoring of academic progress must be completed.	Office Manager International Compliance and Welfare Officer International	Critical dates will usually be : 1. 5 working days after the start of semester to record if student has commenced study. 2. Midway through the semester, usually at the end of term, to identify if early intervention may be activated. 3. End of semester to identify students who are at risk or who have not made satisfactory course progress.
3.	Inform the International Office of the confirmed orientation, course or study period commencement details for each CRICOS registered course available to international students.	SE2	

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	TASK	RESPONSIBILITY	NOTES
4.	Notify all international students advising them of the confirmed orientation, course or study period commencement details.	Manager International Office	
5.	Start of semester - Identify students on the <i>International Student List</i> who have not commenced their studies for the study period and update their <i>Commencement</i> status.	SE2s	
6.	Follow up with all international students who have not commenced their studies by the agreed starting date for the study period.	Compliance and Welfare Officer International	Some students may be granted late commencement or a leave of absence in accordance with the P/IO/D/7/160 <i>Deferrals and Leave of Absence Policy</i> .
7.	In the event that a student has not commenced their studies by the agreed starting date, it will be considered as 'student default'. Withdraw the student in accordance with the P/IO/P/7/060 <i>Withdrawal, Transfer and Refund Procedure</i> .	Compliance and Welfare Officer International	The Secretary and the TPS Director must be notified of the default within 5 business days of the default occurring.
8.	Mid-semester – Assess the course progress of students on the <i>International Student List</i> and identify students who are 'at risk' of not making satisfactory course progress requirements and may benefit from the activation of an 'early intervention' strategy and update their <i>Mid Semester Academic Progress</i> status.	SE2s	
9.	Activate an intervention strategy, where appropriate, for students identified as being at risk of not making satisfactory course progress requirements.	SE2s Compliance and Welfare Officer International	Teaching departments are encouraged to closely monitor course progress and where possible, identify students 'at risk' of not making satisfactory progress for the study period. Implementation of an early intervention strategy will be at the discretion of the SE2 and teaching department.

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	TASK	RESPONSIBILITY	NOTES
10.	<p>End of semester – Assess the course progress of students on the International Student List, identify students who have failed to make satisfactory course progress requirements, and update their <i>End of Semester Academic Progress</i> status.</p>	SE2s	<p>The minimum satisfactory course progress requirements are defined within the P/IO/P/7/115 Definition of Satisfactory Course Progress, VET International Students Procedure.</p>
11.	<p>Where a student has been identified as not making satisfactory course progress for the study period, activate an intervention strategy through the following steps:</p> <ul style="list-style-type: none"> • prepare a proposed Intervention Strategy using the <i>Intervention Strategy</i> template; • notify each student in writing that they have been identified as being at risk of not making satisfactory course progress and providing the proposed Intervention Strategy; • offer a time for the student to meet the Compliance and Welfare Officer to discuss the proposed Intervention Strategy and academic course progress requirements; • adjust the proposed Intervention Strategy as appropriate to ensure that there has been careful consideration to the individual student needs and course requirements; • record the agreed Intervention Strategy, update the relevant International Student List and notify the student and SE2 informing them that the Intervention Strategy has been activated. 	SE2s Compliance and Welfare Officer International	<p>The Intervention Strategy is to be completed by the SE2s with a copy is to be provided to the Compliance and Welfare Officer International who will notify and meet with the student.</p> <p>Intervention strategies must be activated within the first four weeks of the following study period.</p>
12.	<p>Where the student has been identified as not making satisfactory course progress for the second consecutive compulsory study period, notify the student in writing of an intention to report for unsatisfactory course progress.</p>	Compliance and Welfare Officer International	<p>Notification to include details on how the student can access the complaints and appeals process and their right to appeal the decision within 20 working days.</p>

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	TASK	RESPONSIBILITY	NOTES
13.	Where the student lodges an appeal, assess the case in accordance with the P/IO/D/4/120 Academic Course Progress and Attendance Policy and determine if the appeal is successful and the student will not be withdrawn or reported to DIBP and DET for unsatisfactory course progress.	Compliance and Welfare Officer International	
14.	After 20 days, if the student has not lodged an appeal that was successful, the student will be withdrawn from the institute due to student default, and reported to DIBP and DET via PRISMs in accordance with the P/IO/D/7/060 Withdrawal, Transfer and Refund Policy .	Compliance and Welfare Officer International	The relevant SE2 will be notified of the withdrawal and report to DIBP and DET so that they may then proceed with the process to withdraw the student from their class enrolment.

Related Documents

- [P/IO/D/4/120](#) Academic Course Progress and Attendance Policy
[P/IO/P/7/115](#) Definition of Satisfactory Course Progress, VET Procedure.