

EDN-010-I-POL

Monitoring Course Progress Policy and Procedure

Audience	Internal <input checked="" type="checkbox"/>	External <input checked="" type="checkbox"/>
Policy ID	EDN-010-I-POL Monitoring Course Progress Policy and Procedure	
Responsible officer	Manager International Education	
Contact officer	Student Support Services Officer	
Endorsed by	Continuous Improvement Committee	
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1. Introduction

1.1 Modification History

Version	Comments
5	Amendment due to updated Hales Education and MEGT Education Policy and Procedure Template
6	Table of contents edited
8	Updated DIAC - Department of Immigration and Citizenship to DIBP - Department of Immigration and Border Protection
9	Updated DIICCSRTE Acronym to Department of Education Updated DIBP Acronym to Department of Immigration and Border Protection
10	Inclusion of course monitoring processes for domestic students undertaking Online Diploma courses under VET FEE-HELP funding arrangements
12	Removed wording on page 4
13	Updated footer to include updated CRICOS code
14	Updated to include campus, online and workplace delivery
15	Added links into attached forms
16	eLearning Manager title removed
17	Updated policy template
18 (International version 1.0)	Revision of Policy to align with National Code of Practice for Providers of Education and Training to Overseas Students 2018 Updated to new Management structure Department of Immigration and Border Protection updated to Department of Home Affairs Existing policy updated for international students only

1.2 Purpose

This policy satisfies the requirements of the Standards for Registered Training Organisations (RTOs) 2015 to monitor and record student academic progress for all students enrolled with MEGT. This policy is in place to ensure course progress is regularly monitored to ensure students are progressing satisfactorily towards expected completion.

2. Scope

This policy applies to:

- International students enrolled at Sydney City Campus and Melbourne City Campus
- MEGT Education Marketing, Admissions, Academic, Student Services and Administrative staff.

3. Legislative Context

In compliance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 registered providers systematically monitor students' course progress. Registered providers are proactive in notifying and counseling students who are at risk of failing to meet their course progress requirements. Registered providers report international students, under section 19 of the ESOS Act, who have breached the course progress requirements.

Standard 1 of the Standards for Registered Training Organisations (RTOs) 2015

4. Definitions

AQF: is the Australian Qualifications Framework

Course: refers to the specific course a student is enrolled in such as a "*Certificate III Early Childhood Education and Care*"

CoE: refers to a Confirmation of Enrolment being issued from PRISMS

Census Date: is the last date which you can withdraw from a unit/s without incurring financial liability for the fee.

International Student: refers to a student of MEGT Institute who is not an Australian Citizen or Permanent Resident

ESOS: Education Services for Overseas Students Act (2000)

Learning Management System (LMS): refers to the Online Platform used by MEGT students for the delivery of teaching and learning, alongside assessment / grading feedback records.

MEGT Education: refers to the MEGT (Australia) Ltd, trading as MEGT Institute and Ability Education Pty Ltd, trading as ABILITY English

National Code: of Practice for Providers of Education and Training to Overseas Students 2018

PRISMS: The Provider Registration and International Student Management System used to process information for the Department of Home Affairs provided by registered providers

Satisfactory Course Progress: is determined by the satisfactory completion of Units of Competency within a specified timeframe. For students studying on campus this is determined by the satisfactory completion of 50% of assessments in each 10-week term. **Competency – definition from the 2015 standards**

Satisfactory Completion: is the academic outcome of "Competent" for VET programs aligned to the AQF

Unit: (Unit of Competency) the specification of the standards of performance required in the training package

VET: is Vocational Education and Training

5. Policy Statement

MEGT Institute provides high quality educational services to students and applies its policy and procedures according to the National Code of Practice for Providers of Education and Training to Overseas Students 2018 applicable to international students, and the Standards for Registered Training Organisations (RTOs) 2015.

Course Progress is monitored on a regular basis and students who are identified as having difficulty are offered a range of support options. When a student does not meet course progress requirements for two consecutive terms they may be reported via PRISMS as required under section 19 of the ESOS Act (2000) and this may result in their enrolment at MEGT not being continued and/or their CoE being cancelled.

This policy and procedure applies to all MEGT Institute students at Sydney City Campus, Melbourne City Campus.

The Manager International Education, Education Managers and relevant Trainers are responsible for the implementation of the course progress and intervention strategies.

6. Procedures

In order to ensure satisfactory course progress in courses delivered at Melbourne City Campus and Sydney City Campus, MEGT Institute will monitor all students' academic performance at the end of each term in which they are enrolled, or earlier if identified as being at academic risk. Students are expected to achieve the following in order to meet the satisfactory course progress requirements and be allowed to continue in the next term without restriction:

- An outcome of Competent in at least 50% or more of the assessments that are required for submission for each unit in which a student is enrolled for that particular term.

The consequences of failure to meet one or more of the requirements for satisfactory progress are as follows:

- Students who fail to achieve a final outcome of Competent in at least 50% or more of the assessments that are required for submission for each unit in which they are enrolled for that particular term will be deemed as not meeting course requirements and placed on an Academic Intervention.
- Students will be required to meet with their relevant Education Manager or Trainer to establish a program of support for their continuing studies. It is the responsibility of the student to maintain contact with the relevant Education Manager or Trainer, as agreed within the Academic Intervention.

7. Support and Intervention Strategies

For students identified as being at risk of not meeting course requirements or who have not met course requirements, the following support / intervention strategies may be implemented to assist the student;

- English language support for oral and written comprehension
- Assistance with academic skills such as essay and report writing, meeting assessment requirements and research skills, time management skills
- Training plan adjustment
- Attending a study group
- Meeting with the Education Manager or member of Student Services Department for assistance with personal issues affecting course progress

- Opportunity for reassessment/resubmission
- Changing courses
- Mentoring by the trainer
- Referral to external organisations for assistance
- Reduction in course load
- Targeted learning coach (trainer) to address specific assessment problems over (up to) 3 sessions
- Re-enrolment into unit
- Any combination of the above.

When an intervention strategy is implemented the student will be required to meet the relevant Education Manager, trainer or support service on a regular basis for follow up. This is to be determined as part of the intervention strategy.

8. Notification to report

When an international student fails to meet the course progress requirements in two consecutive terms they will be sent a letter warning them of MEGT's intention to report them to the Department of Education via PRISMS for unsatisfactory course progress.

The student will be advised in writing that they have 20 working days to make an appeal in accordance with EDN-008-I-POL - Complaints and Appeals Policy and Procedure.

In the event a student lodges an appeal the student will only be reported when the appeal process is completed.

Students must maintain their enrolment during the appeal process.

9. Related Policies & Procedures

EDN-008-I-POL - Complaints and Appeals Policy and Procedure

EDN-006-I-POL – Student Support Services Policy and Procedure

EDN-016-I-POL – Compassionate and Compelling Circumstances Policy

EDN-036-I-POL – VET Assessment Policy and Procedure

10. Implementation

EDN-010-I-POL – Monitoring Course Progress Policy and Procedure is made available via MEGT Institute's website externally and on the MEGT Intranet internally.

11. Responsibilities

The Manager International Education will review this policy annually in conjunction with Education Managers, or in case of legislative changes requiring amendments.

12. Attachments

[EDN-010-FORMA Academic Intervention](#)

[EDN-010-FORMB Intention to Report Plagiarism Template](#)

[EDN-010-FORMC Intention to Report Unsatisfactory Progress Template](#)

11. Process Map

N/A