

Standards:

This policy and procedure relates to Standard 10 – Monitoring Course Progress - Under the National Code 2007

Policy Statement:

SGSCC International Management and staff are committed to maintaining student academic progress throughout their course, to monitor their academic performance and to ensure that students are on target to successfully complete their course within the designated course timeframe. Strategies are in place to address any student who may be falling behind in their studies and means to correct this.

Procedure:

1. SGSCC International Manager will run a report from WiseNet RTO management software at the end of each study period (according to the NSW school term calendar) to assess the course progress of each enrolled student in accordance with the policies and procedures set below.
 - 1.1. Trainers maintain a matrix identifying of each student for each unit of competency they have been assessed in. This document acts as a 'visual' to assist the trainer in knowing who has submitted and completed each unit. This snap shot provides the trainer a record of student progress for a particular class and they can take action on any students who may be falling behind.
 - 1.2. It is the responsibility of the Course Coordinator to also review, throughout the duration of the course, student progress with the trainer and to address any incomplete assessment tasks. Reasons for incomplete units could include illness, language literacy needs, lack of commitment, learning barriers. Student file notes are to be completed documenting strategies and discussions had with the student as well as mentoring/tutorial support provided.
 - 1.3. WorkSkills Compliance manager conducts a commencement, mid and prior to completion course check, to ensure we have current student personal information (e.g. ensure their residential address and contact details are still current) and to review their course progress and timelines for successful completion.
2. Students achieve satisfactory course progress when they have successfully completed all assessment tasks of each individual unit of competency and deemed competent by trainer. Where a unit of competence requires on the job assessment/ work-placement the unit of competency will be held over until the student has completed this

requirement.

3. SGSCC international will intervene when it has been identified that a student may fail in achieving satisfactory course progress, SGSCC deems unsatisfactory course progress when a student is falling behind on 2 units of competency or more notwithstanding on the job assessments by:

- 3.1. When the trainer has identified that the student may be failing to meet satisfactory course progress as per section 4 of this document, the trainer will firstly speak to the student and identify where they can assist the student in identifying what needs to occur for the student to meet necessary requirements. Trainer is to take detailed file notes to be added to student file notes and follow up as appropriate with student according to meeting outcome.

- 3.2. When a trainer has met with student and student has not met the outcomes as discussed by student and trainer, the trainer is to refer Student to International Manager. International Manager to discuss with student the reasons why the student may not be meeting satisfactory course progress and work with the student in identifying ways that will assist student in meeting satisfactory course progress.

- 3.2.1. International manager will organise further support to students who may require assistance this may include further one on one training with trainer and/or support from SGSCC International student support officer.

- 3.3. After a student has met with International manager and still not achieved satisfactory course completion within agreed timeframe SGSCC international manager will notify the student in writing according to section 4 in this policy and procedure.

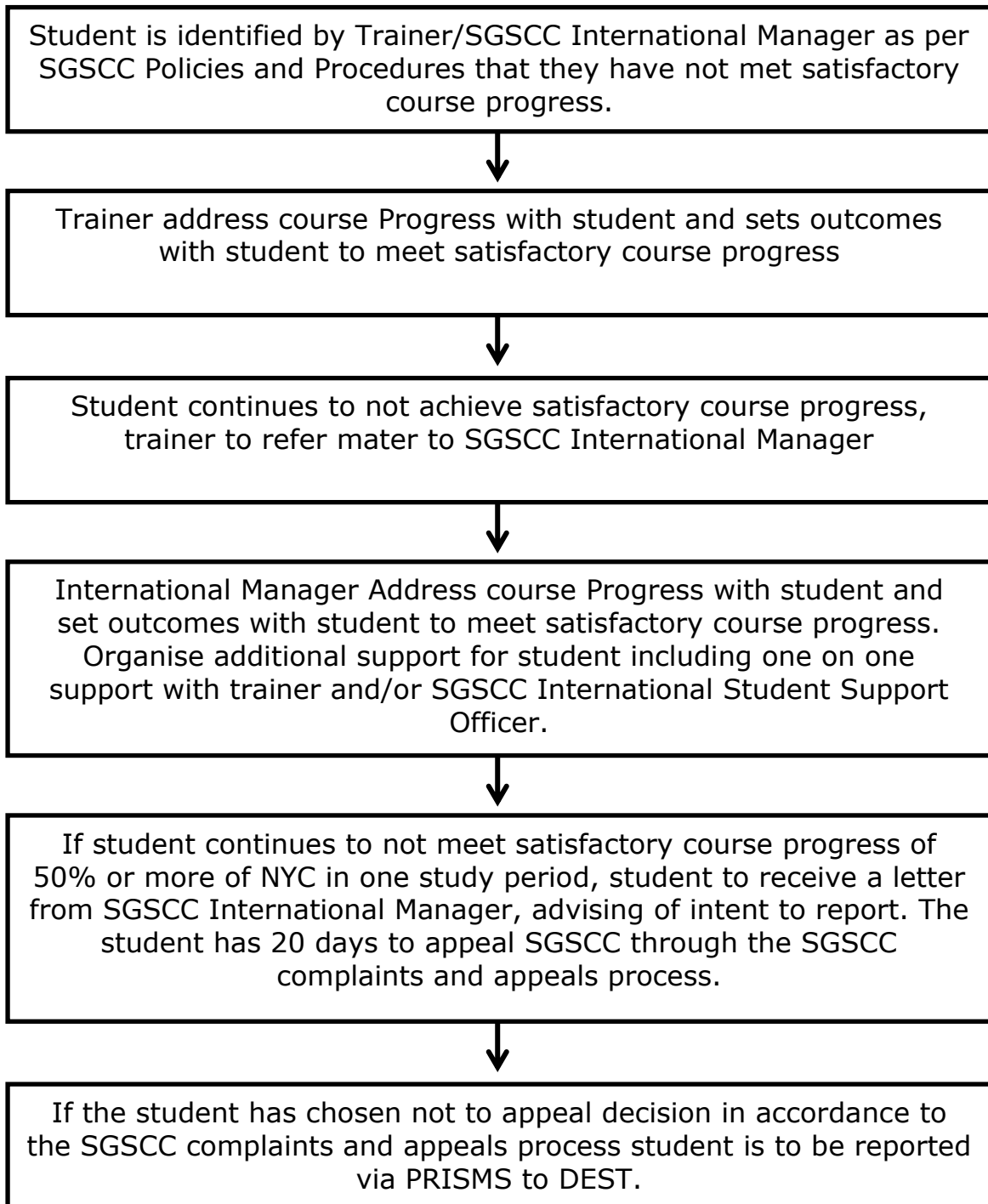
4. Where SGSCC International Manager, Trainer and International Student Support officer has implemented section 3 of this policy and procedure and the student still does not satisfy satisfactory course progress and when the student fails and is deemed Not Yet Competent (NYC) in 50% of units they have attempted in any one study period, SGSCC international will:

- 4.1. SGSCC International Manager will notify the student in writing that SGSCC will seek to report the student for not satisfactorily meeting successful course progress. This letter will inform the student that they have access to the SGSCC complaints and appeals process and that the student has 20 working days in which to do so.

5. If the student has chosen not to access the SGSCC complaints and appeals process within 20 business days, withdraws from the process or the result is completed in a manner that supports SGSCC, The international Manager will notify DEST through PRISMS of the

The Student Course Progress process should be read in conjunction with the Monitoring Enrolment load Policy.

Monitoring of Individual Student Course Progress



INTP015

**Monitoring of Individual Students Course
Progress**



Person Responsible:

SGSCC Trainer

SGSCC International Manger

SGSCC International Student Support Officer

SGSCC International Admin assistant

Related Documents: