

## PURPOSE

This policy relates how Capital Training Institute (CTI) monitors and assesses the course progress of each student in order to identify and offer support to those who are at risk of failing to make satisfactory academic progress.

## SCOPE

This policy applies to all students enrolled within all vocational education and training programs offered by CTI.

CTI systematically monitors students' course progress. It is proactive in notifying and counselling students who are at risk of failing to meet course progress requirements; intervention strategies are implemented to assist these students to attain their educational goals.

CTI expects each student to progress through his/her course at a rate that will enable the student to complete the course in the nominated duration.

## PROCEDURE

Student's academic progress will be monitored at fixed points during their course as per the below.

### 1. Initial monitoring

- **Post Commencement review - after the 3<sup>rd</sup> unit has been delivered –**

At this stage students are expected to have competently completed **at least one unit** of competency.

### 2. Midpoint monitoring

At this stage student are expected to have competently completed **at least 30% of all the units in the qualification**

### 3. At structured training finish date

At this stage student are expected to have competently completed **at least 75% of all the units in the qualification**

### 4. Five weeks after structured training finish date

Once the structured training has finished the student is expected to submit **all outstanding assessment items within 5 weeks.**

If a student is not meeting these expectations they will be identified as being **'at risk'**

If the student has failed to competently complete all units of competency and shows no intention of completing the units, the student will be informed in writing of CTI's intention to cancel the student's enrolment as per CTI's Q810 Cancellation and Refund Policy.

**The Lead Trainer/Trainer and Office Manager will discuss, on a weekly basis, any student:**

- who is not adhering to the Academic Policy as per above and/or
- being monitored for lack of academic progress as per the below.

## IF A STUDENT FAILS TO MEET ANY OF THE ABOVE MILE STONES

### 1. Post commencement review milestone not met:

- Carry out instructions on 'How to complete a post commencement review'

Z:\Training Materials\Trainer Administrative Documents\On LMS

If the student has not honored the agreement made at post commencement review stage then a **Student Learning Plan Questionnaire** is to be completed with the student and a **Student Learning Plan** developed. The **Learning Plan** is then agreed to by the student and implemented to ensure realignment with the course milestones.

The completed Questionnaire and Learning Plan is to be uploaded to the student file on the LMS.

### 2. Midpoint or structured training finished date milestone not met:

If a student has not met the above milestone a Student Learning Plan Questionnaire is to be completed with the student and a **Student Learning Plan** developed. . The **Learning Plan** is then agreed to by the student and implemented to ensure realignment with the course milestones.

### 3. Five weeks after structured training finished date:

Once the 5 week period after the structured training finish date has elapsed, a student must complete and return a **Q80204 Student Request for Extension Form** if they wish to be allowed further time to complete the remaining units.

### Possible support options that could form part of the Student Learning Plan:

- Attendance at support tutorials
- Being placed in a suitable alternative course – later date, part time or public program
- Offered Language Literacy or Numeracy support as per Q703 Student Support Services
- Referral to counselling for assistance with personal issues which are influencing his/her progress
- Mentoring
- Additional support tutorials

It is the student's responsibility to follow through on their Learning Plan and to submit the required assessment by the set date.

## Review of Student Learning Plan

A student under a Learning Plan will be monitored for adherence to their Learning Plan until satisfactory academic progress is attained.

## Unsatisfactory adherence to a Learning Plan or Extension Request

If the student's academic progress indicates that they are unlikely to meet the dates agreed upon in their Learning Plan or Extension Request Form, the student's enrolment will be cancelled.

## Cancellation of enrolments

The following information will be outlined to the student when notifying them of cancellation:

- Date the cancellation will take place unless the student contacts CTI outlining why their cancellation should not take place
- If they wish to appeal this decision they may lodge an appeal in accordance with CTI's Q802 Complaints and Appeals Policy.

If the student fails to respond to the intention to cancel, a further attempt by phone and email needs to be made to contact the student before the student can be cancelled from the course.

The CTI staff member will put a note in CTI's Student Management System of all attempts to contact the student of the notice of intention to cancel.

If applicable the student will be provided with Statement(s) of Attainment for completed units of competency, once all fees are paid and any other required documentation is submitted to CTI.

## Recognition of Prior Learning (RPL)

Students who wish to complete any units via RPL must **complete the RPL process within 3 months of enrolling** in the course.

During the three months the student needs to be consistently monitored and progress tracked by the assessor.

If after this time the student has failed to complete all units of competency and shows no intention of completing the units, the assessor is to refer the student to the responsible CTI staff member, at which point the student will be further counselled as to the appropriateness of continuing with their enrolment. A record of the discussion will be kept on the student's file and the cancellation process outlined above will begin.