



International Student Course Progress Policy and Procedure CRICOS Provider No. 00553M

I) Course Progress

- a) The school will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
 - b) The course progress of all students will be assessed at the end of each semester of enrolment.
 - c) Students who have begun part way through a semester will be assessed after one full period of attendance.
 - d) To demonstrate satisfactory course progress, students will need to achieve satisfactory course progress by an appropriate measure as required by the College.
 - e) If a student does not demonstrate satisfactory course progress in an assessment period, the Director of Studies or equivalent will meet with the student to develop an intervention strategy for academic improvement. This may include;
 - i) Work Recovery Plan
 - ii) Additional supervised study periods
 - iii) Literacy and tutorial support
 - iv) Other intervention strategies as deemed necessary such as psychological assessment and counseling.
- a) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
 - b) The student's individual strategy for academic improvement will be monitored over the following semester by the Director of Studies/ International Student Adviser, and records of student response to the strategy will be kept.
 - c) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, the Principal or his representative will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
 - d) The school will notify DESE via PRISMS of the student not achieving satisfactory course progress as soon as practicable where:
 - i) the student does not access the internal complaints and appeals process within 20 working days, or
 - ii) the student does not access the external complaints and appeals process, or
 - iii) the student withdraws from the complaints and appeals process, or
 - iv) the complaints and appeals process result is in favour of the school.

2) Completion within expected duration of study (course progression)

- a) As noted in 1.a., the College will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) Part of the assessment of course progress at the end of each semester will include an assessment of whether the student's progress is such that they are expected to complete their course within the expected duration of the course.
- c) The school will only extend the duration of the student's study where the student will not complete their course within the expected duration due to:
 - i) compassionate or compelling circumstances as assessed on the basis of demonstrated evidence, or
 - ii) student participation in an intervention strategy as outlined in 1.e.
 - iii) an approved deferment or suspension of study has been granted in accordance with St Philip's Christian College's Deferment, Suspension and Cancellation Policy.
- d) Where St Philip's Christian College decides to extend the duration of the student's study, the College will report via PRISMS and/or issue a new COE if required.

3) Modes of delivery

- a) The school will not provide a course exclusively by online or distance learning to an overseas student.
- b) The school will not provide more than one-third of units (or equivalent) of a higher education or VET course by online or distance learning to an overseas student.
- c) The school will ensure that in each compulsory study period for a course, the overseas student is studying at least one unit that is not by

4) Definitions

- a) *Compassionate or compelling circumstances* - circumstances beyond the control of the student that are having an impact on the student's progress through a course. These could include:
 - i) serious illness, where a medical certificate states that the student was unable to attend classes
 - ii) bereavement of close family members such as parents or grandparents
 - iii) major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
 - iv) a traumatic experience which has impacted on the student (these cases should be where possible supported by police or psychologists' reports)
 - v) where the school was unable to offer a pre-requisite unit
 - vi) inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student's progress through a course.

- b) *Expected duration* – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.
- c) *School day* – any day for which the school has scheduled course contact hours

- d) *Online Learning* – study where the teacher and overseas student primarily communicate through digital media, technology-based tools and IT networks and does not require the overseas student to attend scheduled classes or maintain contact hours.

Appendix 1:

Intervention Strategy Individual Plan

Student Name:

Year:

Term:

Week:

Course Progress

- a) The school will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
- b) The course progress of all students will be assessed at the end of each semester of enrolment.
- c) Students who have begun part way through a semester will be assessed after one full period of attendance.
- d) To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units in any study period [or any other measure of satisfactory course progress as required by the College].
- e) If a student does not achieve competency in at least 50% of units studied in an assessment period, the Director of Studies or equivalent will meet with the student to develop an intervention strategy for academic improvement. This may include;
 - i) Work Recovery Plan (See below)
 - ii) additional supervised study periods
 - iii) literacy and tutorial support
 - iv) other intervention strategies as deemed necessary such as psychological assessment and counseling.
- f) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- g) The student's individual strategy for academic improvement will be monitored over the following semester by the Director of Studies/ International Student Adviser, and records of student response to the strategy will be kept.
- h) If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, the Principal or his representative will advise the student in writing of its intention to report the student for breach of visa condition 8202, and that he/she has 20 working days in which to access the school's internal complaints and appeals process.
- i) The school will notify DESE via PRISMS of the student not achieving satisfactory course progress as soon as practicable where
 - i) the student does not access the complaints and appeals process within 20 days, or
 - ii) withdraws from the complaints and appeals process, or
 - iii) the complaints and appeals process results in favour of the school

St Philip's Christian Education Foundation Ltd Centralised International Student Course Progress Policy and Procedure in line with Standard 8 of the ESOS Act 2000 (Updated 2018) & NESA Guidelines 3.11

Strategy	Person	Timeframe	Comment/Follow up
Work Recovery Plan			
Additional supervised study periods			
Literacy and tutorial support			
Other intervention strategies - counseling.			

Appendix 2:

Letter of Intention to report for Unsatisfactory Course Progress

XX ADDRESS XX

Dear xxx,

RE: Letter of Intention to Report for Unsatisfactory Course Progress

I am writing to advise you that (student name) of Year x (DOB: xxx) is in danger of not meeting his/her visa requirements due to the irregular attendance and unsatisfactory academic marks that she is currently receiving.

This letter is to inform you that under section 20 of the Education Services for Overseas Students Act 2000 (ESOS Act), St Philip's Christian College xx intends to report XXX to the Department of Home Affairs for unsatisfactory course progress.

Criteria for satisfactory completion of a course

Under the Migration Act 1958, student visa condition 8202 requires student visa holders to:

- maintain enrolment in a 'registered course'
- attend classes, and
- achieve a satisfactory academic result

According to our records, XXX has not achieved satisfactory course progress as defined in the National Code of the ESOS Act and the College's course progress policies and procedures available on the College website <https://www.spcc.nsw.edu.au/foundation/our-story/policies>

{A first official warning for Non-Completion for the HSC course in Visual Arts was sent on 5/02/2020 as well as a Zero Letter. A first official warning for Non-Completion was sent for HSC course English EAL/D on 19/02/2020. You also received a first official warning for Non-Completion for Textiles Technology on 30/03/2020.

You have not made many attempts with our new online learning arrangements. Criteria for satisfactory completion of a course requires you to attend classes. St Philip's Christian College Gosford has made it possible for students to attend their classes online so that students can be isolated at home during the Pandemic of COVID-19. Students also have work that needs to be submitted during this time but unfortunately you have demonstrated insufficient effort in this regard. }

Opportunity to correct the problem

You have 20 days from the date of this letter in which to appeal the College's decision in accordance with St Philip's Christian College's Complaints and Appeals Policy which you can find attached.

If you would like to discuss this matter further, please contact me on the details below.

Yours in Christ,

Principal