



## Course Progress Policy and Procedures

### 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 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) The point of intervention will be in accordance with the National Code 2018 (at a minimum the College must implement an intervention strategy if a student is deemed not competent in 50% or more of the units in any one study period.)
- g) A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to parents.
- h) 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.
- i) 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.
- j) The school will notify DET 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

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

- g) As noted in I.a., the College will monitor record and assess the course progress of each student for the course in which the student is currently enrolled.
- h) 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.
- i) 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
  - ii) student participation in an intervention strategy as outlined in I.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.
- j) 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) Definitions

- g) *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.

- h) *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.
- i) *School day* – any day for which the school has scheduled course contact hours