



**Site Institute**

**COURSE PROGRESS POLICY**

**International Students**

# CONTENTS

PURPOSE .....	3
SCOPE .....	3
COMPLIANCE REFERENCE .....	3
DEFINITIONS.....	3
OVERVIEW.....	4
PRIVACY.....	4
PUBLICATION .....	4

## DOCUMENT REVISION

Internal: Document released under Innovium Pty Ltd for use across all trading arms

Public: Document is released on the Website for public access

Version	Release Date	Change	Approved	Revision Date
1.0	01/09/2015	First release	CEO/HIT	July 2016
2.0	01/04/2016	Inclusion of attendance monitoring	CEO/HIT	July 2016

## Purpose

To outline the methods taken to monitor students' course progress within the expected duration, as registered on CRICOS and as identified by the length of their student visa.

## Scope

This policy applies to all international students on a student visa who are enrolled in a CRICOS Registered program at Site Institute International.

International students studying at Site Institute International must comply with the [Department of Education – DIBP course progress policy](#).

## Compliance Reference

- Education Services for Overseas Students (ESOS) Act 2000
- Migration Act 1958
- National Code of Practice (The National Code) 2007
- Standards for Registered Training Organisations 2015

## Definitions

CRICOS	Commonwealth Register for Institutions and Courses for Overseas Student
PRISMS	Provider Registration and International Students Management System
DIBP	Department of Immigration and Border Protection
AXcelerate	Student Management System
Tempus	Learning Management System
ISSO	International Student Support Officer
Term	10 weeks duration exclusive of holidays
Study Period	2 Terms
Satisfactory Progress	Competent (C) in at least 50% of the units in a study period. For example if you are enrolled in 4 units, you must pass at least 2 units
Unsatisfactory Progress	Unsatisfactory progress occurs if you fail more than 50% of the units in a study period
'At-risk' students	Students who have been identified as Not Yet Competent (NYC) in at least one (1) unit within a term or unlikely to pass a course
Intervention Strategy	A Student Management Plan developed to provide academic assistance to an 'at-risk' student who has been identified as not achieving satisfactory progress

## Overview

1. SII monitors and reports the progress of all international students as required under the ESOS Act 2000. If SII considers at any time during a term that a student is at-risk of failing more than 50% of the units, SII will implement an Intervention Strategy to assist the student in their studies. A student's attendance records will be checked when developing the intervention plan.
2. If a student fails more than 50% of the units in a Study Period, they will be notified in writing of their unsatisfactory progress and a Student Management Plan will be put in place to help improve in their studies. A meeting is set up between the Student and ISSO to establish a program of support for the Student.
3. If SII considers that a student will not complete a course in the duration of their student visa, SII will implement an action plan which will be monitored over the next study periods.
4. If a student fails more than 50% of the units for 2 consecutive Study Periods, the student will be informed that SII intends to report the student to DIBP for unsatisfactory progress.
5. Before being reported to DIBP, a student will have 20 days to access SII appeals process. The appeal will be considered by the Appeal Committee. During an Appeal Process a student must continue to be enrolled and attend classes where appropriate.

## Privacy

All information and documentation supplied to Site Institute International by students will be treated confidentially and in accordance with the Privacy Act.

## Publication

This policy will be published and made available to all relevant staff and stakeholders of the organisation.