

<b>Name</b>	<b>Monitoring Course Progress and Attendance</b>		
<b>What is the purpose of this policy?</b>	To outline the way in which Sydney Film School (SFS) will monitor the progress made by students who are at risk of not obtaining a qualification because their course progress is unsatisfactory.		
<b>Version</b>	#5	<b>Next review</b>	July 2017
<b>What law applies?</b>	The National Code (ESOS) 2007: Standard 10 & 11.		
<b>Who is affected by this policy?</b>	<b>Who has rights?</b>	<b>Who has responsibilities?</b>	
	Students	Director of Education (Owner) Education Administrator Student Registrar	

## Policy

### Monitoring Course Progress

SFS maintains an active intervention policy in relation to any student who is at risk of failing to meet their course requirements. Early intervention is encouraged and trainers are also encouraged to identify students who appear at risk of falling behind with their course progress.

Under this policy, SFS systematically monitors course progress of each student towards the end of each Unit of Study. SFS notifies 'at risk' students and implements an intervention strategy where necessary. SFS will also offer learning support where that is required and will take record of this.

SFS adopts this policy for all students but is aware that the conditions of an International student's visa require satisfactory course progress.

SFS will give a student notice where it has determined that the student will not meet the minimum requirement for course progress to enable the student to access SFS's Complaints and Appeals Policy and Procedure.

### Monitoring attendance

SFS has opted for, and implements, the Department of Education-Department of Immigration and Border Protection (**DoE-DIBP**) approved course progress policy. This means that SFS is not required for ESOS purposes to monitor attendance.

## Procedure

### Introduction

Vocational training at SFS is competency-based training. Results can be only Competent (C) or Not Yet Competent (NYC).

Progress of a student is regarded as being 'at risk' if the student is deemed to be NYC in more than 50% of the key Units of Competency (UOC) within a Unit of Study. A key UOC refers to the UOCs that are scheduled to be achieved in certain slots in the course. If there is only one key UOC scheduled in a Unit of Study, students who don't achieve it will also be deemed as 'at risk'.

Tasks leading to the achievement of Key UOCs within a UOS will be clearly identified in Canvas with a key symbol.

Where a student is identified as being 'at risk' of not meeting course requirements, then intervention/support strategies will be implemented to assist the student.

### Monitoring course progress

The Education Administrator is responsible for monitoring the course progress of each student, throughout their studies to ensure that they are maintaining satisfactory course progress.

This will be achieved by the following actions being taken:

- 1. A course progress matrix will be set up for each student.**
- 2. Students will be reminded about upcoming assessment due-dates through CANVAS and/or email.**
- 3. Students are required to fulfil all assessment tasks by the due date set by the Trainer:**
  - 3.1. Evidence based assessments are submitted via CANVAS.**
  - 3.2. Students must attend Observational Assessments on the date set by the Trainer.**
- 4. Each Trainer will have two weeks to mark student's work in CANVAS after the student has delivered or participated in the evaluation assessment task.**
- 5. After student results are lodged in CANVAS, the Education Administrator will update the student course progress matrixes. Student are to be deemed at risk if they fail to provide assessments and or achieve less than 50% of UOC tasks.**
- 6. Failure by students to meet task deadlines will result in the following action sequence:**
  - 6.1. The Education Administrator will notify the student by email that they have missed the deadline and a "second opportunity" to be assessed on the task will be offered.**
    - **Students can expect an extension of approx. 2 weeks for Evidence/Delivery based assessments.**
    - **The SFS will aim to schedule an observational assessment task within two weeks, but it may be longer and may require additional assessment fees.**
    - **Late assessment procedures differ for each subject and can be found in Canvas with the corresponding subject.**
    - **Students may be subject to a charge for the delivery and re-assessment of assessment tasks.**

The scope of this charge will be determined by whether the assessment is an observational (directing, ect) or evidence based (diary ect).

**6.2. If the student fails to deliver the ‘second opportunity’, the Education Administrator will email the student a “deemed at risk of non-completion” notice.**

**6.3. The Education Administrator will offer a “third opportunity” plan. Where at all possible, the third opportunity will be subject to:**

- **Census dates for local students for options to remain or leave the Course.**
- **References to visa conditions for international students.**
- **Scheduling an academic counselling session with the Education Administrator.**
- **Notice of requirement to re-take classes or a subject in the next UOS. The impact of these will be:**
  - **an addition to the student’s timetable and workload**
  - **or will be in lieu of one of their Elective subjects**
  - **additional assessment fees**
- **Students may be subject to a charge for the delivery and re-assessment of assessment tasks. The scope of this charge will be determined by whether the assessment is an observational (directing, ect) or evidence based (diary ect).**

**7. If the student fails to deliver or make themselves available for a task assessment after the second and third opportunities, the Education Administrator will initiate an enrolment cancellation procedure by giving written notice that the student has breached this policy due to poor course progress.**

**7.1. The enrolment cancellation notice will offer a 20 day period to make an appeal and will refer the student to the *Compassionate and Compelling Circumstances Policy and Procedure*.**

**7.2. The student must attend an academic counselling session with two staff members one of which being either the Director of Education or the Education Administrator. If during the counselling session the student cannot show compelling reasons for non-delivery, the matter will be referred to the Registrar for one of the following outcomes:**

- **The School may terminate the student’s enrolment.**
- **The School may offer the student a plan of re-enrolling in the new Semester at full-fees.**
- **The School may offer the student a plan to retake classes or have reassessment at a per-subject fee.**
- **The School may, due to the student’s circumstances, offer the student a catch-up plan tailored to that student’s need.**

**8. Before the end of each UOS the Education Administrator will contact students who have overdue tasks with an update on their individual course progress and put catch-up plans in place.**

**9. At UOS#2 – All students will be required to attend an academic counselling session and fill out a feed-back survey.**

**10. At UOS#4 – All exiting students asked to fill out a feed-back survey form and offered meeting with the Education Administrator. This will be encouraged if any task assessments are missing preventing the issuance of a Testamur.**

## Academic Counselling Sessions

At the counselling session the student's circumstances, attendance record and results will be discussed to enable a determination to be made as to what additional support is required and can be provided to the student.

This may include, but is not limited to:

### 1. *Language, Literacy and Numeracy (LLN) and English language difficulties*

If a student demonstrates LLN or English language difficulties:

- SFS will provide tutoring classes to assist the student with their difficulties while continuing their studies in accordance with SFS' *Language, Literacy and Numeracy Policy*; or
- if thought necessary, the student may be required to suspend their studies at SFS and satisfactorily complete an English language course at their own expense before being allowed to return to SFS. In the case of International Students, they will have to obtain a new Confirmation of Enrolment (CoE).

### 2. *Personal problems*

If a student is identified as having personal problems which are adversely affecting the student's progress, SFS will refer the student to a local GP who will refer to a mental health practitioner.

### 3. *Mentoring by trainer or nominated student*

In some cases, a trainer or nominated student will be assigned to mentor a student.

### 4. *Repeating a Unit of Study*

Where a student fails the entire key UOCs within a Unit of Study, they may be required to re-enrol in that Unit of Study or enrol in an Assessment-Only Unit of Study, refer to SFS' *Non-Completion or Late Submission of Assessment Tasks Policy and Procedure*.

During the counselling session the student will also be advised:

- on the suitability of the course in which they are enrolled;
- of opportunities to demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency;
- for International Students: of the possibility that conditions may be placed on their enrolment and that continued unsatisfactory course progress in two consecutive Units of Study could lead to their enrolment being terminated, resulting in SFS reporting the matter to DIBP which may result in the cancellation of their student visa; and
- for Local Students: of the possibility that continued unsatisfactory course progress in two consecutive Units of Study could lead to their enrolment being terminated.

The Education Administrator will make it clear to the student about SFS's obligation to report non-compliance in student course progress to the appropriate authorities, as well as to explain SFS's *Complaints and Appeals Policy and Procedure*.

An email will be sent to the student summarising the topics addressed in the counselling session and any additional support to be provided will be documented and placed on the student's file. Outcomes of the academic counseling session will be reported on at the CIC meetings.

### **Continuing failure to meet course progress requirements**

If a student who is deemed 'at risk' in a Unit of Study continues to fail to meet the course progress requirements in a second consecutive Unit of Study, and fails to adhere to the course guidelines, the Education Administrator will notify the student in writing of the intention to give notice of failure to achieve satisfactory course progress. The student will also be advised that they have a right to appeal the decision within 20 working days. During the period for lodging an appeal and, if the student lodges an appeal, during the period the appeal is being considered, the student has a right to continue their studies in the course.

#### *For International Students*

After all complaints and appeals processes are finalised, or the student has chosen not to access the complaints and appeals process within 20 working days, the student's enrolment will be formally terminated and the Student Registrar will report the enrollment cancellation to DIBP. The student will be provided with a copy of the Section 20 notice generated by PRISMS. The student will be provided with an opportunity to attend an exit interview.

#### *For Local Students*

After all complaints and appeals processes are finalised, or the student has chosen not to access the complaints and appeals process within 20 working days, the student's enrolment will be formally terminated. If this is before the Census Date for the Unit of Study, they will not be required to pay the fee for that Unit of Study. If it is after the Census Date, their fee will only be refunded on written request and for compassionate or compelling reasons. The student will be provided with an opportunity to attend an exit interview.

### **Contacting Students**

SFS will select one or more of the following communication methods to notify the student:

- Phone
- Text Message
- Email
- Face-to-face

SFS will endeavour to contact the student directly but may also contact the student's next of kin if it is unsure that a student has received its communications.

### **Version Control**

<b>Approved by</b>	<b>Version #</b>	<b>Date</b>
Management Committee	2	9 July 2009
Management Committee	3	11 April 2011
Course Improvement Committee	4	29 May 2015
Policy and Procedure Committee	5	13 Dec 2016

