

## EXCLUSION PROCEDURE

### PURPOSE OF PROCEDURE

This procedure is intended to provide a broad framework and set of principles used to identify students who are not achieving a satisfactory level of academic progress, so that students may take steps to improve their academic performance, including learning support and counselling. The procedure sets out the consequences of unsatisfactory academic progress and the process of excluding students from further study. This procedure complies with National Code Standard 10 for International students Monitoring Course Progress (2007).

### INTRODUCTION

This procedure applies to all TriSector students. TriSector aims to assist all students to successfully complete their course of study and will only exclude a student as a last resort. If a student encounters difficulties with their studies, it is crucial that they notify teaching staff or The Director of Operations at the earliest opportunity. This procedure should be read in conjunction with TriSector 'Student Complaints and the TriSector Student Manual.

### INTERNATIONAL STUDENTS

Standard 10 of the National Code 2007, Monitoring Course Progress requires registered providers to have a documented procedure for course progression and an intervention strategy.

### MONITORING COURSE PROGRESSION PROCEDURE

This procedure describes how TriSector will:

- Systematically monitor, record and assess the course progression of each student for each unit of the course they are enrolled in;
- Be proactive in notifying, supporting and counselling students who are at risk of failing to meet course progression requirements.

For international students, this procedure also describes the circumstances in which TriSector will report students via PRISMS if students do not meet course progress requirements.

This procedure ensures TriSector's compliance with Standard 10 of the National Code. This procedure articulates TriSector's practices as they apply to International Students in compliance with the ESOS Act 2000 and Standard 10 of the National Code 2007.

### DEFINITIONS

**At Risk** – An 'At Risk' student is a student who for any reason, is considered as not, or potentially not, meeting course progression requirements.

**Program** – A registered program of education or training registered on CRICOS for the attainment of a testamur or certificate. Defined as a course in the ESOS Act.

**Academic Term** – A period of study (Part of a program) containing one or more modules – TriSector's standard academic term is 14 weeks in length (including breaks).

**Course Progression/Progress** – The measure of advancement through academic merit or skill based competencies towards the completion of a course as per course and module outlines.

**Intervention Management Tool** – A method, tool or process that allows the following processes: Recording of submission of assessment tasks and the grade awarded, identifies if the student is above or below the designated 'At Risk' level, recording of communication with student.

**Intervention Strategy** – Any documented action targeted at addressing the needs of an 'At Risk' student.

**Satisfactory Progress** – Satisfactory completion of the academic merit requirements as per course and module outlines.

**Unsatisfactory Progress** – At a minimum where student has failed or is not deemed competent in 50 % or more of units attempted in a study period as per module outline.

**PRISMS** – The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Secretary of Department of Education by registered providers.

**Student** – A person who holds an Australian Student Visa, and is an 'Overseas Student' as defined by the ESOS Act.

**Study Period** – Teaching period up to but not exceeding six months as defined by timetable or study plan

**Module** – A period of study (Part of a term) containing one or more Units of Competence delivered as a Cluster

**Semester** – A period of Study equal to two (2) Terms.

## VET EDUCATION PROGRAM PROGRESSION MONITORING

STEPS	WHO IS RESPONSIBLE?	COMMENTS
1. Assess all <b>students'</b> Course Progress on a module by module basis  Initiate the assessment task(s) at the completion of each module.	Appropriate Trainer / Assessor	Students are to be notified of the assessment date(s) for each module at the beginning of each module  Assessments may also occur during each module  There may be more than one assessment task per module.
2. Record and Analyse the results of the assessment task(s) after each module.	Trainer / Assessor	Student grades must be recorded in the Record of Assessment document later to be transferred to the Student Records Management System by the Administration staff.
3. Students to be notified of their results within the required time frame following the completion of each module's assessment task(s).	Trainer / Assessor	Tentative results will be given to students by Trainer.  Final results will be posted in the students profile in the Student Portal  Records of communication of the results of the assessment (s) must be kept.
4. A supplementary assessment will be offered to the students that do not pass an assessment on the first attempt.	Trainer / Assessor	Students will be offered additional assistance prior to sitting a supplementary assessment  Only one supplementary assessment is allowed for each assessment task per academic term.  Supplementary assessments are to be completed prior to the commencement of the next academic term.
5. Students that fail a supplementary assessment will be considered "at risk".  They will be notified that they will need to repeat the module in question in the following academic term  Intervention Strategy is activated and communicated directly to student via post and email.	Director of Compliance & Research and Director of Operations & Trainer / Assessor	Validation and Moderation processes on the completed Unit of Competency are conducted at the end of every term.  Progress Report will be sent to student.  The Intervention Strategy must be implemented for any student at risk of not satisfactorily meeting program progress requirements.  The Intervention Strategy - Monitoring Course Progression Guidelines may include the preparation of a new or amended study plan for the student.  Students will be offered additional assistance and counselling prior to repeating a module. Students will be monitored closely and offered additional assistance throughout the repeated module.  Repeating a module in the following academic term may require that the students class contact hours increase above 20 hours per week, but not more than 40 hours per week for the duration of the repeated module.

6.	<p>Determine outcome at end of term:</p> <p>Students may progress to the next academic term if they have passed all modules delivered in the previous term. OR if they have failed only one module delivered in the previous academic term.</p> <p>Students failing two or more modules within an academic term will be required to repeat that entire term before being allowed to progress to the next academic term</p>	Director of Operations	<p>The Intervention Strategy must be implemented for any student at risk of not satisfactorily meeting program progress requirements.</p> <p>The Intervention Strategy - Monitoring Course Progression Guidelines may include the preparation of a new or amended study plan for the student.</p> <p>Students will be offered additional assistance and counselling prior to repeating an academic term. Student will be monitored closely and assisted throughout the repeated academic term.</p> <p>Repeating an academic term may incur an additional fee</p> <p>Repeating an entire academic term will require the students COE to be amended to allow for the additional study term</p>
7.	<p>If a student fails one or more repeated modules, it may result in the decision to exclude or suspend the individual. This decision is usually made by the Education Board</p> <p>The student must be notified of this decision and enrolment continued with until Internal / External appeals processes are finalised where applicable. (Refer to the Student Complaints and Appeals)</p>	Education Board	<p>Students will be advised of this process via the Student handbook or website. This student must be notified of the decision in writing. This decision must be communicated to the student via Post and email. Records of this communication must be kept.</p> <p>The student may appeal this decision in accordance with the National Code. The student has 20 working days to do so. This information must be included in the Intention to Report Letter sent to the student.</p>
8.	<p>If the student has been excluded, the student must be reported via PRISMS detailing that student has not achieved satisfactory course progress as soon as practicable.</p>	Manager, Student Services	<p>Reporting of student is to occur when:</p> <ul style="list-style-type: none"> <li>• The student does not access the Complaints and Appeals process within the 20 day working period,</li> <li>• Withdraws from the process</li> <li>• Is unsuccessful in having the decision overturned through the Complaints and Appeals process.</li> </ul> <p>The Department of Education must be notified via PRISMS at the appropriate point noted above. The student will be sent a Section 20 Notice of Intention to Report letter which advises the student to contact DIBP.</p>

## UNSATISFACTORY ACADEMIC PROGRESS

A student's academic progress will be deemed unsatisfactory and the student will be considered "at risk" if the student:

- i. Has failed any module for a second time; or
- ii. Does not maintain a minimum pass rate of 50% of modules undertaken in a semester. In the context of this procedure, fail includes "withdraw fail" and "did not sit" in respect of any module.
  - a) A student who meets any of the criteria for unsatisfactory academic progress is given a status of "at risk of exclusion" to indicate that the student is performing at an unsatisfactory level and must take action to improve their performance to avoid possible exclusion.
  - b) At the end of each study period, students who meet the criteria for unsatisfactory progress are identified and are notified that they have a status of "at risk".
  - c) The status of "at risk" applies to the student for the next study period
  - d) The notification of "at risk" status is provided to students as soon as practicable after the release of grades for the study period.

## CONSEQUENCES OF "AT RISK OF EXCLUSION" STATUS

A student who has a status of "At Risk" for a study period is required to consult the Director of Operations about their academic progress. The Trainer or Director of Operations must maintain a record of the consultation. If the student fails to consult the Trainer or Director of Operations, this fact may be taken into account in a future review of the student's academic progress.

The Trainer or Director of Operations may specify a study program that the student is required to undertake in that study period and may recommend other actions which the student may take to improve their performance. Where a study program is specified, the details are to be advised to the student in writing and placed on the student's file.

A student who has a status of "at risk" is advised to consult TriSector's Director of Operations and to avail themselves of the academic and personal support services that may assist their academic progress.

## **EXCLUSION**

A student may be excluded if they are eligible for "at risk" status on the basis of their academic record in at least two study periods out of the most recent three study periods in which the student has one or more finalised grades. Where a student has an academic record consisting of only two study periods with finalised grades, and is eligible for "at risk" status in both study periods, the student may be excluded. The Director of Operations will make a recommendation to the Education Board that a student should be excluded. A student who is excluded is not permitted to attend classes or undertake study in the course from which they were excluded or re-enrol in the same course at TriSector for at least two standard academic terms.

## **APPEAL AGAINST EXCLUSION**

A student who is excluded may lodge an appeal against exclusion under TriSector's Complaints and Appeals Procedure.

## **READMISSION FOLLOWING EXCLUSION**

A student who is excluded may apply for readmission to the course from which they were excluded or for admission into a new course, providing that at least two standard semesters have elapsed since the exclusion. An application for readmission following exclusion or for admission to a new course is not automatically approved.

An application for readmission, following exclusion, or for admission into a new course will be assessed by the Compliance Manager on the advice of the Trainer and Director of Operations. The Compliance Manager will consider factors such as changed circumstances, academic and/or vocational performance since exclusion, maturity and motivation in order to be satisfied that the person concerned has a reasonable chance of success in the course.

## **SUCCESSFUL READMISSION FOLLOWING EXCLUSION**

Where a student's application for readmission after exclusion is approved, they will be placed on "at risk" status for the relevant study period. The conditions applying to students with a status of "at risk" of exclusion set out in "At Risk of Exclusion" apply.