

OVERSEAS STUDENT VISA REQUIREMENTS

Standard 8 and 9

National Code for International Students 2018

Australasia International School has selected to implement its own attendance policy and procedure and utilise the Dept of Education course progress policy and procedure. Noting this, Australasia International School applies the following policy to monitor student attendance.

Australasia International School monitors the attendance of all students in all courses.

ATTENDANCE

ATTENDANCE RECORDS

Records systematically recorded for international students on a Student Visa in a CRICOS or ELICOS registered courses are reported on weekly for non-attendance.

Non-attendance due to illness evidenced by a medical certificate, or other exceptional personal leave must also be recorded, monitored and reported weekly. Attendance records must be completed using a black or blue pen and not in pencil.

ATTENDANCE REQUIREMENTS

The minimum standard to achieve satisfactory attendance is:

1. Attend a minimum of 80% of all structured training hours; and
2. Complete 100% of all assessment tasks satisfactorily.

ATTENDANCE HOURS TO 80% MINIMUM

1. Student is required to attend 20 hrs a week, then the minimum attendance is 16 hours;

NON – COMMENCEMENT

Non – attendance is determined as: Not attending the first day of a course or term without explanation or contact.

MONITORING ATTENDANCE

To monitor attendance:

1. Attendance records must be accurate, detailed, maintained and monitored (daily) for students in all courses;
2. Trainers are required to record attendance for students in registered courses on a daily basis;
3. Administration/Student Support must be advised immediately if non-compliance with Visa conditions is evident; and
4. Administration is to prepare a report including references to all documentation and evidence relating to non-compliance issues for presentation at the VET Leaders meeting.

ACTIONS

Monitoring attendance is a methodology we use to support each student to achieve their training and assessment goals and to meet their VISA requirements. Attendance is collected each day of the course as per the Attendance recording policy.

Administration/Student Services will collect attendance sheets weekly and calculate attendance for each fortnightly period, with notices being forwarded to students.

As such, when a student is:

1. Attendance is at 90%, the student will be sent Warning Letter 1 (WL1);
2. Attendance is between 85 - 90% attendance, the student will receive Warning Letter 2 (WL2).
3. Attendance is below 80%, the student will receive Warning Letter 3 (WL3).

In each warning letter, students are reminded:

- Of the AIS attendance policy,
- Their attendance rate as a percentage,
- What “Satisfactory course progress” is,
- If required, they can instigate an Intervention Strategy Meeting,
- To support students, they are reminded of what the AIP program is,
- The impact of poor attendance and not academically progressing,
- To update contact details

When a student has received any Attendance Warning Letter, they are also entered into the Intervention Strategy Register managed by the VETAM who is to ensure that responding students are supported and academically progress.

TERM ATTENDANCE WARNING LETTER TABLE

Week 2	Week 3	Week 5	Week 6	Week 7	Week 8	Week 9	Week 11
WL-NC	WL-ITR-NC		NC - Cancel				
	WL1	WL2		WL3			
				WL-NC	WL-ITR-NC		NC - Cancel
		WL1		WL2		WL3	
				WL1		WL2	

LEGEND

WL1	Attendance is at 90%
WL2	Attendance is between 85 and 90%
WL3	Attendance is below 80%, reported to VET Admin to monitor Course Progress
WL-NC	Non commencement Warning Letter
WL-ITR-NC	Non commencement Warning Letter & Intention To Report
NC - Cancel	Cancel NC students

WHEN TO ACTION

	Letter	
Week 2	WL-NC	Non commencement Warning Letter
Week 3	WL-ITR-NC	Non commencement Warning Letter & Intention To Report
	WL1	Attendance is at 90%
Week 5	WL1	Attendance is at 90%
	WL2	Attendance is between 85 and 90%
Week 6	NC - Cancel	Cancel NC students
Week 7	WL-NC	Non commencement Warning Letter
	WL3	Attendance is below 80%, reported to VET Admin to monitor Course Progress
	WL2	Attendance is between 85 and 90%
	WL1	Attendance is at 90%
Week 8	WL-ITR-NC	Non commencement Warning Letter & Intention To Report
Week 9	WL3	Attendance is below 80%, reported to VET Admin to monitor Course Progress
	WL2	Attendance is between 85 and 90%
Week 11	NC - Cancel	Cancel NC students

NOTICES

Administration/Student Support will issue a warning letter as soon as we are aware a student is not meeting the attendance requirements.

Administration/Student Support must determine the appropriate warning letter, to be issued and ensure it is issued as soon as the student is to be reported and this notice will also advise of their right to access our appeals process within 20 working days of the issuance of the notice. Warning letters are sent to the student email.

NOTIFICATION TO DEPT. OF EDUCATION - ACADEMIC PROGRESSION BASED ON POOR ATTENDANCE

Administration/Student Support will notify the Secretary of Dept. Education through PRISMS as soon as practicable of the student not maintaining satisfactory Academic Progression where:

- I. the student has chosen not to access intervention within 20 days of the Academic Progression Warning Letter – Intention To Report (WL_ITR)
- II. the student has failed to contact the college to address meeting the Academic Progression requirement.

APPEALS

A student may appeal on the following grounds:

- Our failure to record or calculate a student's attendance accurately; or
- They believe that their assessment submission was satisfactory and they want to have their result revised.

COMPASSIONATE AND COMPELLING CIRCUMSTANCES

‘Compassionate or compelling’ circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student’s course progress or wellbeing. Standard 9

These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided);
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student’s studies;
- a traumatic experience, which could include: o involvement in, or witnessing of a serious accident; or o witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists’ reports)
- where the registered provider was unable to offer a pre-requisite unit, or the overseas student has failed a prerequisite unit and therefore faces a shortage of relevant units for which they are eligible to enrol. Where the Student’s internal appeal is unsuccessful, they are sent a letter stating they have the right to apply for an external appeal. The Student has 20 working days to provide evidence that they have lodged an external appeal with the Overseas Student Ombudsman.

Where the student’s appeal is successful, the outcomes may vary according to the findings of the appeals process.

- i. If the internal appeal shows that there was an error in calculation, and the student actually had satisfactory attendance (attended at least 80 per cent for the Term), we will not report the student; and
- ii. If the appeals process shows that the student has not had satisfactory attendance, but there are compassionate or compelling reasons for the lack of attendance, we will not report the student.

Where the student’s internal appeal is unsuccessful, they are sent a letter stating they have the right to apply for an external appeal. The student has 20 working days to provide evidence that they have lodged an external appeal with the Overseas Student Ombudsman.

ACADEMIC PROGRESSION

Satisfactory course progress is defined as a student successfully achieving competency in 50% or greater of the course requirements in a study period (Term). So, to be clear, if there are four (4) units of competency scheduled to be delivered in a study period, the student must achieve competency in at least two (2) of those units to be achieve satisfactory course progress.

Some courses include units of competency that are delivered concurrently for a longer period than 1 study period (Term), in such cases, AIS will ensure that students will always complete successfully at least 50% of assessment tasks scheduled for the Term.

Unsatisfactory course progress is defined as a student failing to successfully complete and achieve competency in at least 50% of the course requirements in that study period. So, to be clear, if there are four (4) units of competency scheduled to be delivered in a study period, the student will be deemed to have unsatisfactory course progress unless they have achieved a minimum of two (2) units of competency in the study period.

Scenario: There are five (5) units of competency scheduled to be delivered in a study period. At the end of the study period, the student has only achieved competency in two (2) units of competency. To achieve 50% or greater, the student would have needed to achieved competency in at least three (3) units of competency.

Therefore, the student with only two (2) units is assessed to have unsatisfactory course progress.

TERM PROGRESSION WARNING LETTER TABLE

T1 Week 4	Week 9	Week 12/0
	WL-SP1	WL-SP1
T2 Week 4	Week 9	Week 12/0
	WL-SP2	WL-ITR
T3 Week 4	Week 9	Week 12/0
Cancel		

LEGEND

WL-SP1	NYS in 50% of assessments in one term
WL-SP2	NYS in 50% of assessments in the following term
WL-ITR	NYS in 50% of assessments in two consecutive terms
Cancel	Cancel student Enrolment

WHEN TO ACTION – PER IDENTIFIED GROUP

	Letter	
T1 Week 9	WL-SP1	NYS in 50% of assessments in one term
T1 Week 12	WL-SP1	NYS in 50% of assessments in one term
T2 Week 9	WL-SP2	NYS in 50% of assessments in the following term
T2 Week 12	WL-ITR	NYS in 50% of assessments in two consecutive terms
T3 Week 4	Cancel	

NOTIFYING STUDENT OF NON- PROGRESSION

The student will be assessed as making unsatisfactory course progress over a **compulsory study period**. Post investigation the **First Letter – Course Progress** will to be sent to the student. The student will be required to attend a meeting to discuss their progression and a Intervention Plan.

Note: A student may be notified of non-progression where the student has been identified as attending less than 80% of a term timetabled.

MONITORING, RECORDING AND ASSESSING THE COURSE PROGRESS

Responsibility for monitoring student progress

The Administration/Student Support is responsible for:

1. identifying any student who may, be in need of support or intervention.
2. working with the student and trainer to provide appropriate intervention;
3. identifying students who have not made satisfactory progress in two (2) consecutive study periods.

Any agreed intervention strategy is recorded in student file.

The trainer is also responsible for referring any issues pertaining to a student who is not making satisfactory progress to Administration/Student Support.

When dealing with a student who is not progressing effectively in their course we will:

1. Ensure all students are treated fairly and openly;
2. Aim to maintain student confidentiality and privacy except as required by law;
3. Ensure appropriate information will be made available to students identified as at risk of not achieving satisfactory course progress;
4. Ensure ease of access to learning and other support to students at risk of not achieving satisfactory course progress;
5. Ensure equity, consistency, transparency and natural justice principles are observed; and
6. Ensure privacy laws are respected.

Moodle Engagement

It is the responsibility for VET Administration Team to review Moodle Insight Reports from week1 to Week 10 of Every Term. Moodle Insight Reports are downloaded and stored in shared TEAMS Folder under Student Engagement.

VET Administration will notify student support where no activity in Moodle is identified.

Where a student has differed, suspended, or finished study at AIS, VET Administration will be notified by Student Support and this will prompt the student Moodle Account to be suspended.

MONITORING ACADEMIC PROGRESS STEPS

To ensure the effective monitoring of a student's progress, Administration/Student Support will:

1. At the end of each study period identify those students who have not demonstrated competency in at least 50% of the course requirements in the compulsory study period, i.e. students who have not made satisfactory course progress at the end of the compulsory study period;
2. Monitor the progress of students during each study period to ensure at all times, students are in a position to complete the course in the time as specified on their CoE;
3. Contact students who have failed to achieve satisfactory course progress and arrange a meeting to discuss any concerns with students and offer assistance; and
4. Continue to monitor and record student's academic progress on completion of each further study period.

INTERVENTION STRATEGY

Reviews of the progress of all students at the completion of each term will be conducted.

Evidence to be used to support a claim of unsatisfactory progress include:

1. poor attendance records;
2. samples of the student's completed and not completed assessment tasks; and
3. trainer feedback on training/classroom participation levels, etc.

It is a requirement under the terms of the National Code 2018 that we must undertake an intervention strategy to attempt to resolve the problem.

USE OF INTERVENTION STRATEGIES

Intervention strategies we may use to address attendance issues, include:

1. Move the student to a class behind;
2. Counsel the student to identify any personal issues affecting course progress;
3. Develop a learning contract in cooperation with the student;
4. Withdrawn the student from the class, so that we can provide 1:1 session with a trainer;
5. Set additional tasks for the student to work on a particular area, of weakness; or
6. Appoint a student mentor to assist during classes.
7. The Assessment Intervention Plan (AIP).

In cases whereby a student is struggling with the learning materials, the trainer, is to recommend to Administration/Student Support a strategy or range of strategies which will benefit the student/s.

A course progress report including:

1. Strategy or range of strategies used;
2. Progress of the student/s;
3. Outcomes being achieved;
4. Strategy/s not successful; and
5. Students reported, is to be presented at the VET Leaders meeting.

Student will be sent confirmation of the Intervention Plan after having a meeting with the Academic Manager and Student Support Manager. **Second Letter – Intervention – Course Counselling - Course Progress.**

REPORTING COURSE PROGRESS

After:

1. the implementation of the intervention strategy; or
2. the student has not achieved satisfactory course progress in two (2) study periods/consecutive terms, we will notify the student in writing of our intent to report them for not achieving satisfactory course progress.

The student will be assessed as making unsatisfactory course progress (see definition above) over a **compulsory study period.**

An AIS Study Period is a 10 week term.

Week	Report	Letter	Notes
4	Not respond	Cancel	Not respond to ITR
9	NYS	WL-SP1	Students first time
9	NYS	WL-SP2	Students who have WL1, from previous SP
12	NYS	WL-SP1	Students first time
12	NYS	WL-ITR	Students who have WL2, same SP

OR

Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week
Cancel					WL-SP1			WL-SP1
					WL-SP2			WL-ITR

Students who respond to the warning letter have an opportunity to address this by explaining their circumstances and in submitting assessments as required. The VETAM will keep records of this.

ALLOWABLE EXTENSIONS OF COURSE DURATION

We must not extend the duration of the overseas student’s enrolment if the student is unable to complete the course within the expected duration, unless:

1. there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence, or
2. we have implemented, or is in the process of implementing, an intervention strategy for the student because the student is at risk of not meeting course progress requirements, or
3. an approved deferral or suspension of the student’s enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student’s enrolment).

If we extend the duration of the student’s enrolment, we must advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

NOTIFICATION TO DEPT. OF EDUCATION – COURSE PROGRESS

Administration/Student Support will notify the Secretary of Dept. Education through PRISMS as soon as practicable of the student not maintaining satisfactory progress where:

1. the student has chosen not to access the appeals processes within the 20 - working day period,
2. the student withdraws from the process, or
3. the process is completed and results in a decision supporting the RTO (i.e. the student’s appeal was unsuccessful)
4. Should the student not meet the Intervention Plan _ Letter One and Two the student will to be sent **Letter 3 - Intention to Report- Course Progress**

ASSOCIATED POLICIES

- Attendance Letters to Students
- Monitoring and progression Policy
- Complaints and Appeals Policy
- Assessment Policy
- Course Progress Letters to Students