

<b>POLICY:</b>	<b>MONITORING COURSE PROGRESS</b>
<b>NVR Ref:</b>	<b>Standard 4</b>
<b>IBI Ref:</b>	<b>IBI-1-M 2</b>
<b>Purpose</b>	<p>To outline the Policy and Procedure for monitoring course progress for IBI students, in accordance with the Higher Education and Skills Group (HESG) (formerly known as Skills Victoria) Guidelines and the NVR Legislation, which requires the Institute to monitor, record and assess the course progress of all students for the duration of their enrolment.</p>
<b>Scope</b>	<p>In accordance with the conditions of the NVR Legislation and Higher Education and Skills Group (HESG) funding arrangements. Student studying at the Institute are required to achieve satisfactory course progress and maintain satisfactory course attendance in order to successfully complete their program within the expected duration of study.</p> <p>Satisfactory course progress is defined as the successful completion by students of all required units in their study program to achieve training package qualifications.</p> <p>Satisfactory class attendance is defined as attending a minimum of 80% of scheduled classes throughout the semester. This is not applied to distance student learning programs as attendance is optional.</p>
<b>Responsibilities</b>	<p>It is the responsibility of the CEO to ensure that this Policy and Procedure applies to all students enrolled in a Registered program at the Institute.</p>
<b>Definitions</b>	<p><b>Administration Fees</b> means a fee that is charged by IBI to eligible Government Funded Students to absorb the cost of administration and processing of the enrolment application.</p> <p><b>Course</b> means either a Full Course (full AQF qualification) or Short Course (statement of attainment) consisting of units of competency .</p> <p><b>Course Extension(s)</b> means the Course End Date has been extended to a date later in time than the original agreed to the Students Training Plan either by the Student request or as determined or deemed by IBI in the Student’s best interests.</p> <p><b>Course Fee</b> means money received by IBI directly from a student or another person who pays the money on behalf of the student for a Course which the Institute provides or offers to provide.</p>

	<p><b>Course Withdrawal means when</b> a Student is withdrawn from a Course due to either, a Student Request in writing, Failure of Student deemed by IBI not to be competent in a timely manner (NYC) and Failure of Student to consistently provide Evidence of Participation in accordance with their Training Plan (including any agreed or deemed Course Extensions.).</p> <p><b>Evidence of Participation</b> means evidence that will be accepted for this purpose as outlined in Schedule 1, Clause 3.4 a, b, c, d, e, f, or g, of the 2012 Service Agreement.</p> <p><b>Full Fee</b> means non-Government Funded students that pay a Course Fee.</p> <p><b>Government Course Fee or Tuition Fee</b> means the amount(s) that are equal to Delivered Training to an Eligible Individual (Student) based on the Victorian Purchasing Guide, hourly rate under the 2012 Service Agreement Skills for Victoria Program and supported by evidence of Evidence of Participation.</p> <p><b>Government Funded</b> means an eligible individuals which are funded by Higher Education and Skills Group (HESG) under this Schedule 2 of the Service Agreement.</p>
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<b>PROCEDURE:</b>	<b>MONITORING COURSE PROGRESS</b>
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<b>Action/Method</b>	<p><b>Course Monitoring.</b></p> <p>Student progress will be monitored by IBI throughout the study period based on provision of the following evidence:</p> <ol style="list-style-type: none"> <li>1. Assessments submitted or</li> <li>2. Classroom Workshop Attendance or</li> <li>3. Evidence of Participation or</li> <li>4. Evidence of Intention to complete the Course.</li> </ol> <p>If a student is identified as ‘at risk’ of achieving a competent result for any unit within the program of study, IBI will implement an Intervention Strategy to provide the student with the necessary educational support and assistance.</p> <p>At a minimum, IBI’s intervention strategy will be activated where the student has after a period of 2 months from the Student’s Proposed End date as set out in the Student’s Training Plan, has <b><u>not provide</u></b> evidence of any of the following</p> <ol style="list-style-type: none"> <li>1. Assessment submissions</li> <li>2. Classroom attendance</li> <li>3. Evidence of Participation or</li> <li>4. Evidence of Intention to complete the Course or</li> <li>5. Failed or deemed Not Yet Competent in 80% or more of the units attempted.</li> </ol> <p>The Student shall be deemed to be <b><u>“At Risk”</u></b> which shall result in the following Intervention Strategy occurring:</p> <ol style="list-style-type: none"> <li>1. IBI shall undertake a deemed Course Extension of a period of up to 90 days</li> <li>2. arranging additional learning support or tutorials</li> </ol>
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3. arranging counselling
4. providing advice regarding study methods
5. arranging to vary or reduce the enrolment load
6. IBI shall provide specialist assistance for any single unit of competency where the student requires
7. IBI shall review the results of all Students on appropriate periodic basis.

Following the implementation of an Intervention Strategy, training staff and the CEO will continue to monitor the Course progress of the Student for the remainder of the study period and review results at the end of relevant period.

#### Cost of Intervention Program for Reassessments

If a student has been deemed as Not Yet Competent in a unit of competency in their intervention program, no Fee or Charge shall apply to submit any re-assessment.

Students will only be allowed a maximum of five reassessments.

Students will receive written notification from IBI's regarding Course Withdrawal. Their enrolment, including information on accessing the Institute's appeals process. Students will have 5 working days in which to lodge an appeal.

#### **Withdrawal Procedure**

IBI shall undertake a withdrawal of a Student from their Course in the following circumstances:

- a. at Student's formal request or
- b. as deemed by IBI

IBI shall email a withdrawal notice to the Student if the Student does not provide any evidence or response to the IBI Intervention Strategy within a period of up to 60 days from the date of the proposed or extended Course End date.

This withdrawal notice shall be recorded in the SMS and SV Government

	reporting system.
<b>Related Policies and Legislation</b>	<ul style="list-style-type: none"> <li>• Enrolment Policy</li> <li>• <a href="#">?</a> Enrolment Form</li> <li>• <a href="#">?</a> Fees and Charges</li> <li>• <a href="#">?</a> Refund</li> <li>• <a href="#">?</a> Privacy</li> <li>• <a href="#">?</a> Records Management, Maintenance and Security</li> <li>• <a href="#">?</a> National Vocational Education and Training Regulator Act 2011</li> <li>• Standards for Registered Training Organisations (RTOs) 2015</li> <li>• <a href="#">?</a> National Code of Practice for Registration Authorities and Providers of Education and Training to Students AQTF Monitoring Course Progress.</li> <li>• <a href="#">?</a> National Code of Practice for Registration Authorities and Providers of Education and Training to Students AQTF Complaints and Appeals.</li> <li>• <a href="#">?</a> The Institute’s Complaints and Appeals Policy.</li>   <li>• <a href="#">?</a> The Policy is determined in accordance with the Standards for NVR Registered Training Organisations 2011 - (Standards for Registered Training Organisations (RTOs) 2015) and with the Ministerial Directions for payment of minimal fees under Higher Education and Skills Group (HESG) funding.</li> </ul>

**VERSION CONTROL****Review/ amendment history****Policy Approved by:** Chief Executive Officer**Responsible Officer:** Chief Executive Officer**Next Policy Review Date:** July 2018

<b>Version</b>	<b>Date</b>	<b>Details</b>
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	April 2015	Updated to reflect NVR 2015 Standards
4.0	April 2016	No material changes
5.0	April 2017	No material changes