



Monitoring Course Progress

Australian College of Commerce and Information Technology will systematically monitor students' course progress. Australian College of Commerce and Information Technology will be proactive in notifying and counselling students who are at risk of failing to meet course progress requirements. Australian College of Commerce and Information Technology will report students, under section 19 of the ESOS Act, who have breached the course progress requirements.

Australian College of Commerce and Information Technology will assess each student's progress at the end of each compulsory study period. Ten weeks is to be considered the maximum length of time in which it is reasonable for Australian College of Commerce and Information Technology to make an assessment of a student's course progress and the maximum length for a study period is one term.

Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period.

Australian College of Commerce and Information Technology will monitor record and assess the course progress of each student for each unit of the course for which the student is enrolled by:

- a) advising students of the requirements for achieving satisfactory course progress;
- b) advising students of the process for assessing satisfactory course progress;
- c) advising students of intervention strategies that will be implemented for students at risk of failing to achieve satisfactory course progress;
- d) advising students of the process for determining the point at which the student has failed to meet satisfactory course progress; and
- e) advising students of the procedure for notifying students that they have failed to meet satisfactory course progress requirements.

Australian College of Commerce and Information Technology has this policy and intervention strategy, which will be made available to staff and students, that specifies the procedures for identifying and assisting students at risk of not meeting the course progress requirements. This strategy specifies:

- a) procedures for contacting and counselling identified students;



- b) strategies to assist identified students to achieve satisfactory course progress; and
- c) the process by which the intervention strategy is activated.

Australian College of Commerce and Information Technology will implement the intervention strategy for any student who is at risk of not meeting satisfactory course progress requirements. At a minimum, the intervention strategy must be activated where the student has failed or is deemed not yet competent in 50% or more of the units attempted in any study period.

This intervention strategy includes provision for:

- a) Where appropriate, advising students on the suitability of the course in which they are enrolled;
- b) Assisting students by advising them of opportunities for a student to be reassessed for tasks in units or subjects where they have previously been assessed Not Yet Competent (NYC), or demonstrate the necessary competency in areas in which they not previously been able to demonstrate competency; and
- c) Advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DHA which may cancel his or her visa, depending of the outcome of any appeals process

At the end of each compulsory study period, students will be assessed against this course progress policy. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy as outlined is to be implemented. The intervention strategy must be activated within the first four weeks of the following study period.

However, if Australian College of Commerce and Information Technology identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, the trainer/assessor is encouraged to implement the intervention strategy as early as practicable.

If a student is identified as not making satisfactory course progress in a second consecutive compulsory study period in a course, Australian College of Commerce and Information Technology will notify the student of its intention to report to DHA for unsatisfactory progress.

The written notice (of intention to report the student for unsatisfactory progress) will inform the student that he or she is able to access Australian College of Commerce and Information Technology complaints and



appeals process and that the student has 20 working days in which to do so. A student may appeal on the following grounds:

- a) Australian College of Commerce and Information Technology failure to record or calculate a student's marks accurately;
- b) Compassionate or compelling circumstances; or
- c) Australian College of Commerce and Information Technology has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

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

- a) If the appeal shows that there was an error in calculation and the student actually made satisfactory course progress (successfully completed more than 50% of the course requirements for that study period), Australian College of Commerce and Information Technology will not report the student and there is no requirement for intervention
- b) If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support will be provided to the student through the Australian College of Commerce and Information Technology intervention strategy, and Australian College of Commerce and Information Technology will not report the student.

Where the student has chosen not to access the complaints and appeals processes within the 20-working day period, withdraws from the process, or the process is completed and results in a decision support the Australian College of Commerce and Information Technology must notify the Secretary of Department of Education and Training (DET) through PRISMS of the student not achieving satisfactory course progress as soon as practicable.



Procedure for sending warning letters

First warning: At the end of each compulsory study period, students will be assessed against ACCIT course progress policy. If a student is identified as not making satisfactory course progress that is not competent in 50% of the units studied in that study period, first academic warning will be sent. Student will be asked to come for counselling session within 10 working days in which they will be offered various intervention strategies including re-assessment options for failed units.

Intention to report letter: If a student is identified as not making satisfactory course progress in a second consecutive compulsory study period in a course, ACCIT will notify the student of its intention to report to DHA for unsatisfactory course progress. Student will be given 20 working days for appeal. If student did not come for an appeal or appeal is unsuccessful, student will be reported to DHA via PRISMS.