

INTERVENTION STRATEGY – MONITORING COURSE PROGRESSION GUIDELINES

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1. INTRODUCTION

Standard 10 of the National Code 2017, Monitoring Course Progress requires registered providers to have a documented intervention strategy.

The intervention strategy guidelines have been produced to assist faculty/ College in determining how to assist students at risk of not satisfactorily meeting Course requirements as required by the Monitoring Course Progression Procedure.

For coursework students, at a minimum the intervention strategy must be activated where the student has failed or deemed not yet competent in 50% or more of the courses or units studied any study period.

Intervention strategies for each student should be on an individual basis. These guidelines include suggested actions, however these suggested actions are not exhaustive.

2. DEFINITIONS

Item	Definition
At Risk	An 'At Risk' student is a student who for any reason, is considered as not, or potentially not, meeting course progression requirements.
DIBP	Department of Immigration and Border Protection
Faculty	Faculty or College delivering programs to international students.
Intervention Strategy	Any documented action targeted at addressing the needs of an 'at risk' student.
Milestone	Specific step in candidature that must be undertaken, e.g. confirmation of candidature.
PRISMS	The Provider Registration and International Student Management System (PRISMS) is the system used to process information given to the Department of Education and DIBP by registered providers.
Course	A full-time registered program of education or training registered on CRICOS for the attainment of a testamur or certificate. Defined as course in the ESOS Act.
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. for VET programs mid-point of course (six month course or less) or a semester.
ACOAЕ RTO unsatisfactory Progress	Coursework students at a minimum where student has failed or is not deemed competent in 50 % or more of units/courses attempted in a study period as per program/course outline.

3. ACTIONS COURSEWORK STUDENTS

No.	Steps	Responsible	Comments
1	Student has been assessed as at risk of not meeting program progress requirements at end of study period or has been monitored mid study period.	Compliance/head trainer/ Student Support	Assessment undertaken according to Monitoring Course Progression Procedure.
2	Intervention Strategy activated.	Compliance/head trainer/ Student Support	Student at risk has been contacted by Student Support can has arranged a meeting to discuss an intervention strategy.
3	Tailoring of Intervention Strategy.	Compliance/head trainer/ Student Support	Intervention strategies should be tailored to suit each individual student's needs.
4	Intervention Strategies.	Compliance/head trainer/ Student Support	<p>Intervention strategies can cover, but are not limited to:</p> <ul style="list-style-type: none"> • transition support; • English language support; • study welfare support; • reduction in course load; • increased contact. <p>Transition Support</p> <p>Students requiring transition support may be directed to the International Student Support Officer in Student Connect for assistance with:</p> <ul style="list-style-type: none"> • accommodation problems; • cultural shock, home sickness; • local customs and etiquette; • balancing work commitments and studies.

No.	Steps	Responsible	Comments
			<p>Study skills support</p> <p>Students requiring assistance with study skills may be directed to the International Student Liaison officer staff member or a Student Support.</p> <p>Students can receive assistance in:</p> <ul style="list-style-type: none"> • time management; • assessment expectation; • class attendance and participation; • reading and note taking skills; • academic referencing and plagiarism; • research, web searching, and library skills and more. <p>Welfare Support</p> <p>Students may be directed to International Student Support Officer, Medical Doctor or Counsellor to receive assistance with personal issues influencing progress.</p> <p>Reduce Load</p> <p>Students may reduce their load under an intervention strategy however this should be done in conjunction with one or more of the above listed interventions.</p> <p>Student reducing their load after the start date may not be eligible for a fee refund.</p>
5	Study Plan	Compliance/head trainer/ Student Support	An amended study plan will be required for student who has an intervention in place due to failure of one or more units. The student must receive a copy of the amended study plan.
6	Evidence of Intervention Strategy	Compliance/head trainer/ Student Support	Documentary evidence of the measures implemented is to be placed in student's file. Student should receive a copy.

4. NOTES

When an intervention strategy has been activated for a student, documentation or notes must be kept in the student's file (electronic or hardcopy) for all follow up meetings, support provided and strategies undertaken by the student.

If it is noted that the student is not following the intervention strategy in place for the student it is recommended that the student is sent a letter reminding the student that if they do not meet academic progress requirements they will be excluded or suspended from their program which will result in them being reported to Department of Immigration and Border Protection which may result in their student visa being cancelled.

5. IMPLEMENTATION

The Intervention Guideline will be implemented throughout the college via:

1. Inclusion on the Policy, Procedure and Forms on the college website
www.ACOAE.com