Name:	**Academic Progression Policy**
Approved by:	Group Accreditation & Compliance Manager
Date Approved:	12.08.2020
Approved by:	General Manager - Technology & Design Division
Date Approved:	12.08.2020
Implementation Owner	Student Services - Technology & Design Division
Maintenance Owner	Group Accreditation & Compliance Manager
Review Date	12.08.2020

Academy of Information Technology Pty Ltd RTO: 90511 CRICOS: 02155J Registered Higher Education Provider. PRV12005

Page **1** of **8**

Section 1 – Introduction

1) **Purpose**

The Academy of Information Technology (AIT) is committed to providing all students the maximum opportunity to demonstrate the competence required to achieve their educational and career aspirations. The purpose of the Academic Progress Policy is to provide information on the:

    i)   rules for meeting course completion requirements

    ii)   identification of students who are not making satisfactory academic progress

    iii)   identification of students who are at risk of not making satisfactory academic progress

    iv)   intervention strategies to ensure that students have access to appropriate support mechanisms

    v)   processes relating to the exclusion of students who do not meet completion or academic progress requirements

2) **Scope**

This policy refers to the operations of the organisation in the VET and HE sectors.

Academy of Information Technology Pty Ltd RTO: 90511 CRICOS: 02155J Registered Higher Education Provider. PRV12005

Page **2** of **8**

Section 2 – Policy

1) Progress Rules
To be successful in their course, students need to demonstrate the level of understanding, knowledge and skill expected for the level of the qualification, which is described in the Australian Qualifications Framework (AQF).

The level of academic achievement is described in the course curriculum documents, ratified by the Academic Board and duly approved by the relevant regulator. This is conveyed to the teacher through Course Outlines, Subject Outlines and Assessment Guides. In addition, there is a moderation of the assessments process, where a moderator is appointed to monitor the quality of the assessment tasks set and the marking of those assessments. The following academic progress rules are provided to facilitate the progress of students within AIT qualifications.

2) Course Progress
To complete a course, the student must pass all of the core subjects and their chosen elective subjects. The minimum requirement to pass a subject is described in the Subject Outline.

In any trimester, unsatisfactory course progress is defined as failing 50% or more of the enrolled subjects. The Academic Registrar reviews the progress of each student at the end of each trimester.
For any student with unsatisfactory course progress, the Academic Registrar should activate an intervention strategy within the first 4 weeks of the following semester.

Course progression is directly linked to the continuance of access to VET Student Loans or FEE-HELP government loans. Students accessing VET Student Loans and FEE-HELP are required to maintain a minimum progression rate. Where students fail 50% or more of attempted subjects in a given study block they run the risk of losing their eligibility to access a govt loan. This is referred to as the pass rate requirement.

Once you have undertaken 4 or more units in a sub-bachelor level course, or 8 or more units in bachelor and above level courses, you must have passed at least 50% of your total attempted units in order to remain eligible for FEE-HELP. For example, if you are enrolled in a diploma course and in Trimester 1 you undertake 4 units and fail 3, you will not be eligible to access FEE-HELP in Trimester 2. You would have needed to pass at least 2 units. Then if in Trimester 2, having paid for your units upfront you undertook another 4 units (8 units in total), you would need to pass 3 of those in order to re-establish your FEE-HELP eligibility in Trimester 3 (i.e. 8 units attempted and 4 passed). What you need to ensure is that you pass at least 50% of your total attempted units across your course of study.

3) Monitoring Course Progress
AIT will monitor student attendance and academic performance in each subject. The main

Academy of Information Technology Pty Ltd RTO: 90511 CRICOS: 02155J Registered Higher Education Provider. PRV12005

Page **3** of **8**

purpose of this procedure is to ensure students have the best chance of academic success and to ensure that students who are on a student visa meet visa course progress requirements. AIT is committed to early identification and support of students not meeting course progress requirements.

AIT supports students not meeting course progress requirements by:
i) regularly and effectively advising students of progress requirements;
ii) identifying students not meeting course progress requirements;
iii) alerting students that they are not meeting course progress requirements;
iv) providing assistance to address issues affecting progress; and
v) tracking the progress of students after they are identified as not meeting course progress requirements.

AIT's approach to identifying and supporting students not meeting course progress requirements for the course they are enrolled in will be equitable, consistent, procedurally fair, transparent, respectful of privacy, timely, and effective.

4) Unsatisfactory Course Progress
A student may be deemed to be not making satisfactory course progress if they:

i) Fail the same subject twice
ii) Fail to enrol after an approved study break
iii) Fail 50% or more subjects over 2 or more study blocks (trimesters)
iv) Withdraw more than twice from any subject
v) Fail to undertake an enrolment load that will enable them to complete within the course duration

Other indicators may be used by staff to determine students at risk of not making satisfactory course progress including poor attendance, low grades in ongoing formative and summative assessments including in-class tasks and assignments and exams.
These indicators may be the basis for offering the student additional support, but will not constitute unsatisfactory progress.
There are some differences for local and international students due to the requirements of FEE-HELP, VET Student Loans and Visa conditions.

5) Attendance Requirements
Background:
A professional approach to work that includes reliability, punctuality and attention to the job at hand is critical to success in both learning and a career, and as such, is important to AIT as an education provider. AIT expects students to attend all scheduled classes. AIT will utilise attendance data to monitor engagement and academic progression.

When a student's attendance for a single subject falls below:
i) 80% they will be contacted at 30% and/or 60% of the study block by student services to discuss their academic engagement and progression.
ii) 66% they will be contacted at 30% and/or 60% of the study block by student services and required to attend an interview to discuss their academic performance.

Academy of Information Technology Pty Ltd RTO: 90511 CRICOS: 02155J Registered Higher Education Provider. PRV12005

Page **4** of 8

A study plan will be implemented to support their successful progression.

6) What happens if a student has unsatisfactory course progress?

First Time

Student identified as not making satisfactory academic progress for the first time will be contacted by AIT. The student will be required to undertake an interview to discuss their situation and, if necessary, formalise an appropriate intervention strategy (see below) to assist the student in their progression. The student may bring a support person to this meeting, who needs to be approved by AIT prior to the meeting.

International students are required to achieve satisfactory course progress as a condition of their student visa. AIT will ensure that the relevant National Code Standards are followed.

Second Time

A Local/ Domestic student identified as not making satisfactory academic progress for a second time will be contacted by AIT and required to show cause as to why they should not be excluded from the course. This will require the student to submit a formal letter within ten (10) working days of the initial contact outlining why intervention strategies did not work and why they should be permitted to continue their studies. AIT will review the letter and determine whether the student will be excluded from further study, suspended for a period of time, or permitted to continue under special circumstances. Students will be notified of the decision in writing within 10 working days. Failure by the student to submit a letter will result in automatic exclusion. Where a decision is made to suspend or exclude, the student's enrolment details will be amended to reflect this.

An International student identified as not making satisfactory academic progress for a second time will be notified in writing of an intention to report them through PRISMS to the Department of Home Affairs (DHA) for failing to achieve satisfactory course progress, and that this may result in DHA cancelling their student visa. The student will be informed that they have 20 working days to submit an appeal to this decision. The parents of students under the age of 18 will also be notified in writing.

Consent must be given by students over the age of 18 for AIT to notify their parents. If the student does not submit an appeal within 10 working days, a notification will then be made via the Provider Registration and International Students Management System (PRISMS) that the student is not achieving satisfactory course progress. A standard letter will be placed on the student's file.

Third Time

Local/ Domestic students identified as not making satisfactory academic progress for a third time will be automatically excluded and notified in writing of this decision.

Where appropriate, AIT will notify all relevant agencies and appropriate individuals as per any privacy agreements. The normal appeal processes will apply to students who wish to appeal their exclusion.

International students identified as not making satisfactory academic progress for a third

Academy of Information Technology Pty Ltd RTO: 90511 CRICOS: 02155J Registered Higher Education Provider. PRV12005

Page **5** of **8**

time will be automatically excluded and notified in writing of this decision.

When a student is reported for unsatisfactory course progress, DHA will, in all but exceptional circumstances, cancel the student's visa. DHA will rely on the provider's report of unsatisfactory course progress, as the report cannot be made until the provider has completed the complaints and appeals process. If a student is dissatisfied with the provision of a complaints and appeals process, the student may lodge a complaint with the Department of Education.

Section 19(2) of the Education Services for Overseas Students (ESOS) Act 2000 requires providers to report the student for unsatisfactory course progress 'as soon as practicable' after the breach occurs. Good practice would be to report the student through PRISMS within 5 days of finalising the decision to report.

For students accessing a government loan (VET Student Loan or FEE-HELP Loan) where they fail to meet the pass rate requirement their eligibility to access the loan scheme will be suspended until their overall pass rate exceeds 50%.

7) Specific measures for individual students

Intervention strategies used to address the academic progress matters will be documented and recorded and may include, but not be limited to:

i) Revising enrolment patterns, study load or course of enrolment within the first 4 weeks of the following term if they determine that the student's course enrolment is unsuitable
ii) Minimum attendance requirements (irrespective of documented medical absence) for the duration of the scheduled classes of the current semester
iii) Regular meetings with an identified AIT staff member to address key issues ESL and/or language support (where available or students will be directed to appropriate services)
iv) Academic counselling, referral to appropriate medical services and/or other appropriate support
v) Review of accommodation (Homestay) and other support systems if applicable
vi) Establishing a learning contract outlining specific activities that are to be completed by the student
vii) Approving leave or deferment of studies
viii) Enrolled in intervention supervised study periods of at least 1.5 hours per week
ix) Re-enrolled in failed subject(s); payment for these subjects is to be arranged on an individual basis.

Copies of the intervention plan/contract, and any modifications, will be given to the student as well as being kept on the student's academic file.

8) Publication

This policy is published on the websites of AIT to ensure students have up-to-date and accurate information publicly available to them.

Academy of Information Technology Pty Ltd RTO: 90511 CRICOS: 02155J Registered Higher Education Provider. PRV12005

Page **6** of **8**

Section 3 – Reference and Supporting Information

1)   Supporting documentation

Document name	Document type	Location
Student Code of Conduct	Policy	Internal
Student Handbook	Policy Guide	Internal
National Code 2018	Govt Standards	External
TEQSA Threshold Standards 2015	Regulatory Standards	External
ASQA Standards for RTO's 2015	Regulatory Standards	External
Broadcasting Services Act 1999	Legislation	External
Higher Education Support Act 2003	Legislation	External
VET Student Loans Act 2016	Legislation	External
Study Assist (FEE-HELP & VET Student loan publications)	Govt Guidelines	External

Academy of Information Technology Pty Ltd RTO: 90511 CRICOS: 02155J Registered Higher Education Provider. PRV12005

Page **7** of **8**

Section 4 – Change History

1) Change History

Version	Approval date	Department	Approved by	Change
V1.0	12 August 2013	Academic	Dean	Development of Group Policy replacing existing entity level policies
		Technology & Design Division	General Manager	
V1.1	21 May 2015	Group Accreditation & Compliance	Compliance Manager	Updated to reflect changes to National Code and name of Dept. Home Affairs
		Technology & Design Division	General Manager	
V1.2	18 October 2019	Group Accreditation & Compliance	Group Manager	Update to reflect small changes with course progress and move policy to new template
		Technology & Design Division	General Manager	
V1.3	02 December 2019	Group Accreditation & Compliance	Compliance Manager	Updated to reflect terminology from weeks to % of study blocks to support delivery variations.
		Technology & Design Division	General Manager	
1.4	20 January 2020	Group Accreditation & Compliance	Compliance Manager	Minor change to wording.
		Technology & Design Division	General Manager	
1.5	12 August 2020	Group Accreditation & Compliance	Compliance Manager	Change to wording to ensure consistency and flexibility.
		Technology & Design Division	General Manager	

Academy of Information Technology Pty Ltd RTO: 90511 CRICOS: 02155J Registered Higher Education Provider. PRV12005

Page **8** of **8**