Course Progress Policy & Procedure

International Students

Purpose

The purpose of this policy is to ensure that GET Education Australia systematically monitors and reports student's course progress. This policy is stipulated in accordance with the requirements of Standard 8 of the 2015 National Code 2018. GET Education Australia would be proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements. GET Education Australia reports students, under Section 19 of the ESOS Act, who have breached the course progress requirements.

Scope

This policy applies to all international students enrolled at GET Education Australia.

Policy

GET Education Australia will monitor, records and assesses the course progress of each student for the course in which this student is enrolled. This policy and procedure define the requirements for student satisfactory course progress, the processes for monitoring, recording and reviewing the student course progress and the processes for the GET Education Australia intervention strategies for identifying and assisting students to achieve satisfactory course progress. The procedures also set the processes for reporting student unsatisfactory course progress on PRISMS according to ESOS Act Section 19.

GET Education Australia assess student's progress at the end of each completed Term. The Term is usually 11 weeks long for all qualifications on CRICOS except or else otherwise specified in the individual intake timetable. While every attempt would be made to keep consistency, however number of weeks in the defined term may also factor in the duration and the completion of units of competency, which enable GET Education Australia to determine student participation and course progress in any given successfully completed term. One Term is considered the minimum length of time in which it is reasonable for the Administration Manager to make an assessment of a student's course progress.

- Satisfactory course progress is achieved when a student successfully completes at least 50% of course requirements in a successfully completed Term.
- Unsatisfactory progress is defined as not successfully completing or demonstrating competency in more than 50% of the course requirements in a successfully completed Term.
- Course breach is defined as not successfully completing or demonstrating competency in more than 50% of the course requirements in TWO consecutive successfully completed Terms or GET responding to intervention monitoring notification within 10 working days from the receiving the notification.

GET Education Australia will also monitor overseas student attendance (but overall run report, unless otherwise required) in the process of course progress monitoring and reporting. However overseas students must meet their own obligations regarding attendance, wherever applicable.

Procedure

1. The student's course progress will be monitored from the start of the course. If student is seen that he/she has failed to achieve 50% or more of the course progress of the term till date, the student support officer will issue an initial notification warning stating that they have fallen below 50% academic performance for the term in