



## COURSE PROGRESS, ATTENDANCE AND DURATION POLICY

### 1. Applicable Standards

National Code of Practice for Providers of Education and Training to Overseas Students 2018; Clause: 8.1 – 8.5, 8.9 – 8.12

### 2. Overview

This Policy sits within the Support and Progression Phase of the Student Journey.

### 3. Purpose

The purpose of this Policy is to provide guidance to accepted students, intending overseas students and overseas students of the requirements to meet satisfactory course progress and attendance requirements at the AMA College.

### 4. Definitions

In this Policy, these terms have the same meaning as defined in the Education Services for Overseas Students Act 2000.

**Accepted student** means an AMA College student (whether within or outside Australia):

- (a) who is accepted for enrolment, or enrolled, in a course provided by the provider; and
- (b) who is, or will be, required to hold a student visa to undertake or continue the course.

**Intending overseas student** means a person (whether within or outside Australia) who intends to become, or who has taken any steps towards becoming, an overseas student.

**Overseas student** means a person (whether within or outside Australia) who holds a student visa, but does not include students of a kind prescribed in the regulations.

In this Policy, these terms have the same meaning as defined in the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

**Standards** means the information listed in Part B of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.



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**Student** means an overseas student (or intending overseas student) as the context requires.

### 5. Policy

#### 5.1 Monitoring overseas student progress, attendance and course duration

5.1.1 AMA College will monitor the course progress and attendance of each of its overseas students, giving consideration to the requirements of achieving satisfactory course progress, promoting and upholding the academic integrity of the registered course, meeting the training package considerations and, where required, any incident and/or impacts of misconduct or alleged misconduct.

5.1.2 AMA College will clearly outline and inform each overseas student, before they commence their course of study, of the requirements to achieve satisfactory course progress and attendance in each period of study.

5.1.3 AMA College will ensure that the expected duration of study specified in each overseas student's Confirmation of Enrolment does not exceed the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registered duration.

5.1.4 AMA College will identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the overseas student's assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements.

5.1.5 AMA College will monitor the progress of each overseas student to ensure that the overseas student is in a position to complete the course within the expected duration specified on the overseas student's Confirmation of Enrolment.

#### 5.2 Student attendance

5.2.1 Students are required to maintain a minimum attendance level of no less than 80 per cent of the scheduled contact hours for each Study Period in which they are enrolled.

5.2.2 Students who are unable to attend on any given day, must contact the AMA College Student Support Office to advise them of this.

5.2.3 Where students are unable to attend for more than one day, due to compassionate or compelling circumstances, such as serious illness or injury, the



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bereavement of close family member or a traumatic experience, must advise AMA College of this, and may be required to provide evidence of this.

5.2.4 AMA College will monitor in-class attendance daily and summarise these as weekly attendance records. Students at risk of not meeting their attendance requirements are identified on these reports. Where student attendance of each Term in which they are enrolled falls below (1) 90 percent and then (2) 85 per cent, they will be issued with the appropriate Low Attendance Letter.

5.2.5 Students who have been issued with a Low Attendance Letter are considered 'at risk' of having unsatisfactory attendance, and will be offered counselling and support to assist in managing, and improving their attendance.

5.2.6 Should attendance fall below 80 percent, the student will be issued with an Intention to Report Unsatisfactory Attendance Letter.

### 5.3 Academic Progress

5.3.1 AMA College will monitor each student's academic performance standard and provide feedback to students on the results of every assessment. Individual assessment tasks and their submission dates will be distributed by AMA College lecturers at the commencement of each term.

5.3.2 Where, through evidence from the overseas student's assessment tasks, participation in tuition activities or other indicators of academic progress AMA College believes that there are grounds to consider that a student is at risk of not meeting course progress, they will be offered support by their lecturer.

5.3.3 Where a lecturer identifies that a student is at risk, the lecturer will report this to the Student Support Manager, who will initiate a support meeting with the student and lecturer to offer a *support and intervention strategy*.

5.3.4 The student will be monitored throughout the duration of the intervention strategy by their lecturer. Where improvement in their academic performance is recorded, the lecturer and Student Support Manager will decide on a suitable adaptation of the intervention strategy.

5.3.5 Where a student does not make academic progress, even with the support of the Intervention Strategy, they will be issued with an Intention to Report Unsatisfactory Course Progress Letter.



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### 6. Policy Links

This Policy should be read in conjunction with the following AMA College Policies/Procedure:

- 3.03 Student Support Procedure
- 3.04 Complaints and Appeals Policy
- 3.08 Reporting Unsatisfactory Course Progress or Attendance Policy
- 3.09 Deferral, Suspension & Cancellation Policy

### 7. Policy Documents

- 3.05 AMACO Progress and Attendance Procedure

### 8. Policy Review and Implementation

The Principal Executive Officer (PEO) is accountable for the implementation of this Policy. The General Manager Vocational Education and Training is responsible for the implementation of this Policy, and may delegate responsibilities for elements of this Policy. Where this occurs, this delegation must be recorded within this document. This Policy is to be reviewed on an annual basis, or more frequently as required, with revisions detailed in the section below.

Date of Issue and Revision	Description of Amendment	Reviewed (Quality Manager)	Authorised (General Manager)
July 2018	Initial Registration	Peigi Hinton	Jan Norberger