



## REPORTING UNSATISFACTORY COURSE PROGRESS OR ATTENDANCE POLICY

### 1. Applicable Standards

National Code of Practice for Providers of Education and Training to Overseas Students 2018; Clause: 8.13 – 8.17

### 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 responsibilities of course progress and attendance 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

#### Reporting unsatisfactory course progress or unsatisfactory course attendance

5.1 Where AMA College has assessed that an overseas student is not meeting course progress or attendance requirements, AMA College will give the overseas student a written notice as soon as practicable which;

- notifies the overseas student that AMA College intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance,
- informs the overseas student of the reasons for the intention to report,
- advises the overseas student of their right to access AMA College's complaints and appeals process, in accordance with Standard 10 of the Standards (Complaints and appeals), within 20 working days.

5.2 AMA College will only report unsatisfactory course progress or unsatisfactory course attendance in the Provider Registration and International Student Management System (PRISMS) in accordance with section 19(2) of the Education Services for Overseas Students Act 2000 if;

- the internal and external complaints processes have been completed and the decision or recommendation supports AMA College, or
- the overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or
- the overseas student has chosen not to access the external complaints and appeals process, or
- the overseas student withdraws from the internal or external appeals processes by notifying AMA College in writing.

5.3 AMA College may decide not to report the overseas student for breaching the attendance requirements if the overseas student is still attending at least 70 per



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cent of the scheduled course contact hours and the student is maintaining satisfactory course progress.

### Allowable extensions of course duration

- 5.4 AMA College will not extend the duration of the overseas student's enrolment if the overseas student is unable to complete the course within the expected duration, unless;
- there are compassionate or compelling circumstances, as assessed by AMA College on the basis of demonstrable evidence, or
  - AMA College has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
  - an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 of the Standards (Deferring, suspending or cancelling the overseas student's enrolment).
- 5.5 Where AMA College extends the duration of the student's enrolment, AMA College must also advise the student to contact the Department of Home Affairs to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

## 6. Policy Links

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

- 3.03 Student Support Policy
- 3.04 Complaints and Appeals Policy
- 3.05 Course Progress, Attendance and Duration Policy
- 3.09 Deferral, Suspension & Cancellation Policy

## 7. Policy Documents

- 3.05 Course Progress Attendance Duration & Reporting Unsatisfactory Progress or Attendance Procedure



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### 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.

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