

COURSE PROGRESS POLICY

Effective Date: June, 2025

Purpose

The purpose of this policy is to ensure that The Performance College (TPC) systematically, effectively, and appropriately monitors students' course progress. This includes recording, assessing, and supporting students to meet the requirements of their qualification or course. The policy is designed to help students successfully complete their course within the required timeframe while fulfilling their visa and academic requirements.

Objectives

- To monitor the academic progress of students throughout their course.
 - To ensure students maintain satisfactory progress and achieve the necessary competencies in their course.
 - To identify students who are at risk of not meeting course requirements and provide appropriate support.
 - To comply with the requirements of the ESOS Act and National Code, specifically standards related to course progress.
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Scope

While there are specific requirements for monitoring and managing course progress for international students, particularly those on Student Visas, The Performance College applies the core principles and procedures set out in this policy to all students, regardless of their visa status.

Definitions

- **Satisfactory Course Progress:** Successful completion of all of the required assessments or competencies for a given study period.
 - **Study Period:** A defined period of study during which students complete specific learning units or modules, usually lasting 6 weeks with a two-week break for assessment finalization.
 - **Intervention Strategy:** A set of procedures and actions implemented to assist students identified as being at risk of not achieving satisfactory course progress.
 - **At-Risk Student:** A student who fails to achieve satisfactory progress in 50% or more of their assessments during a study period.
 - **CoE:** Confirmation of Enrolment, issued to international students for visa purposes.
 - **PRISMS:** The Provider Registration and International Student Management System, used for reporting student progress to government authorities.
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Policy Details

- **Monitoring Course Progress:** TPC will assess each student's progress at the end of each Study Period. This includes reviewing the student's competency in assessments and course requirements.
 - **Satisfactory Course Progress:** To maintain satisfactory progress, a student must demonstrate competency in at least 50% of the course requirements within each study period.
 - **Unsatisfactory Course Progress:** If a student fails to achieve the required progress (i.e., competency in less than 50% of course requirements), they will be identified as having unsatisfactory progress and subject to the intervention strategy.
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Responsibilities

- **Academic Manager (AM):** Responsible for overseeing the monitoring of student progress, ensuring that the intervention strategy is activated when necessary, and reporting unsatisfactory progress to relevant authorities.
 - **Trainers/Assessors:** Responsible for regularly assessing students, recording results, and notifying the Academic Manager of students at risk of not meeting course progress requirements.
 - **Student Services Team:** Provides support and guidance to students identified as at risk and communicates with students about their progress and intervention strategies.
 - **Students:** Responsible for actively participating in their courses, attending classes, submitting assessments on time, and seeking assistance when needed.
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Procedures

1. Monitoring and Assessment:

At the end of each Term, the course progress of all students will be assessed. TPC will use assessments and evaluations to determine whether students are achieving satisfactory progress. Students who have failed one or more assessments will be identified and contacted.

2. Extensions and Late Submissions:

- Students who are unable to meet assessment deadlines due to compassionate or compelling circumstances may apply for an extension. All requests must be made in writing and supported by valid evidence.
- Late submissions will incur a penalty unless the student has been granted an extension.

3. Assessment Attempts and Resubmissions:

- Students are allowed **up to three (3) free attempts** to achieve a Competent result for each assessment within the term.
- However, if a student **fails to submit** or **does not achieve a Competent outcome by the end of the term**, the assessment will be recorded as **Not Yet Competent (NYC)**.
- In these cases, students must:
 - Pay a **\$100 resubmission fee**, and
 - Submit the assessment within 30 days of the end of the term, as scheduled by the College.
- Failure to resubmit during the break may lead to further delays in course progression or completion.

4. Support for At-Risk Students:

TPC provides various support mechanisms for students identified as at risk, including:

- Additional tutoring
- One-on-one counseling sessions
- Opportunities for reassessment

5. Intervention Strategy:

- If a student is identified as not making satisfactory progress, an intervention strategy will be activated. This may include counseling, additional tutoring, or reassessment opportunities.
- The student will be informed of their unsatisfactory progress in writing, and a meeting will be arranged to discuss the next steps.
- The strategy may also include advice on course suitability or alternate options for the student.

6. Reporting to Authorities:

- If a student fails to achieve satisfactory progress for two consecutive Terms, the College will report the student to the relevant government authorities (e.g., Department of Education or DHA) through PRISMS, as required by the ESOS Act.
- The student will be notified in writing of the intention to report, with the option to appeal within 20 working days.

7. Appeals Process:

- Students who receive a notification about unsatisfactory progress have the right to appeal the decision within 20 working days. The appeal process includes both internal and external avenues for resolution.
- If the student chooses not to appeal or withdraws from the process, TPC will report the student's unsatisfactory progress to the appropriate authorities.

8. Double Qualifications and Course Progress:

- For students enrolled in double qualification programs, the course progress monitoring applies to both qualifications. Students must maintain satisfactory progress in each qualification to receive certification.

Policy Review

This Policy will be reviewed as part of TPC's yearly policy review cycle or as required by regulatory changes.

Relevant Legislation

- National Code of Practice for Providers of Education and Training to Overseas Students 2018
- Education Services for Overseas Students Act 2000

POLICY OWNER: Academic Manager