

PURPOSE

The purpose of this policy is to ensure that Matrix Training (MT) monitors the students to ensure that they can complete their course within the duration of the course enrolment and that timely intervention strategies are implemented for students who are at risk of failing to meet course progress requirements.

The intention of this policy is to provide all students with the best opportunity to meet their study goals and aspirations.

SCOPE

This policy applies to all the prospective students as well as those continuing study. This policy is relevant to MT as a registered training organisation required by the regulators. Within this policy are items (Section Attendance Monitoring) for attendance monitoring requirements, should MT be required to use attendance-based monitoring now or in the future.

The attendance of each client enrolled with the RTO will be monitored closely to ensure there is full-time study activity, as attendance is necessary for satisfactory course progress. As part of our academic support and monitoring, our internal policy is that students must attend classes and we record attendance at every class.

All students at MT will be provided the appropriate support from MT Student Support Officers to help them meet their course requirements. Under certain conditions intervention may be required, as detailed in this policy, to help the students meet their course requirements. This policy and the corresponding procedure are to be made readily available to all staff and students.

DEFINITIONS

Academic performance Assessment of competency as a student progress through the qualification.

Academic staff includes staff involved in Teaching, Training and/or Assessment to the students.

Compassionate or compelling circumstances Extenuating circumstances which are usually beyond the student's control and impact upon the student's progress or wellbeing. This includes but not limited to serious injury or illness, bereavement, being a victim of crime or traumatic experience.

Exclusion The student cannot enrol in a course at the same or higher level for the period of exclusion.

Intervention Strategy Plan The individual plan to provide academic support and/or assistance to a student identified as being at risk of not achieving satisfactory course progress in the current or previous study period.

Satisfactory course progress Demonstrated competency in more than fifty percent (50%) of the enrolled units of competency within a study period, is deemed to have satisfactory progress.

Study period is defined as a discrete period of study within a course, namely term, semester, trimester, short course of similar or lesser duration, or as otherwise defined by the registered provider as long as that period does not exceed six months. For courses at MT, study periods are typically 10 – 13 weeks.

Training Product means AQF qualification, skill set, unit of competency, accredited short course or module.

POLICY

The monitoring of and awareness of student progress plays an essential role in ensuring that the students experiencing academic difficulties and who are at risk of failing can be identified in sufficient time and provided with appropriate academic support and counselling and access to appropriate student services.

All the students are clearly informed about the requirements to achieve satisfactory course progress and, where applicable, attendance in each study period, prior to their commencement in any course.

The Intervention Strategy Plan is a written plan and agreement to be signed by both the student and an academic or student support staff member. This plan is developed in consultation between the student, student support and the trainer/assessor(s). The Intervention Strategy Plan specifies terms such as which actions and approaches will be used to get the student back on track, as well as the timeframe and targets, so that the student may still complete their course within the period of course.

MT is committed to supporting student success and achievement through monitoring student progression. Where required MT will implement Intervention Strategies for students not meeting the course requirements as soon as progression issues arise. This can be a result of a critical Incident, failure to complete required assessments or through poor attendance. Every student Intervention Strategy is developed and reviewed separately for that individual student to ensure fairness, equity and access.

1. Attendance forms/sheets

- MT will continue to use attendance forms/sheets in every training session scheduled to be run by the trainers. These attendance forms/sheets are used to determine last point of contact with students and assist in students who don't achieve competency on assessments regarding intervention strategy meetings.

2. Completion within expected duration

- The students are expected to complete their studies within the expected duration specified on their Training Plan / Timetable.
- MT monitors student progress to ensure that students to complete their studies within the expected duration.

3. Course progress requirements

- MT maintains and tracks academic progress via the Student Management System.
- Each course is setup within the Student Management System, with the required units, qualification rules, timeframes, delivery methods and sessions for delivery.
- Students are then enrolled into the course according to Class Schedule / Timetable, also provided to the student which includes all term breaks and each term is a study period.
- The Class Schedule / Timetable will be provided to the student on their orientation day.
- The class schedules for each study period are then monitored to ensure that students are meeting the minimum 50% competency requirement and is achieving satisfactory academic progress.
- This process enables MT to identify any students at risk of not completing within the expected duration, and promptly reminds them to hand in assessments, helping to minimise any adverse effects to the student.

- At the immediate end of each study period, this process is repeated and students who are failing to achieve better than 50% completion rate are sent letter. The letter notifies the student about options for connecting with an official to plan an effective intervention strategy for the student to progress to a positive academic progress that enables the student to complete their studies as per the duration stated on their Training Plan / Timetable.
- Students who fail to achieve satisfactory academic progress after notification and fail to engage in an intervention strategy will be notified of:
 - Course finish and re-enrolment.
 - their right to access our complaints and appeals process within 20 working days.
 - Issuance of Statement of Attainment of any completed units

4. Attendance Monitoring

The policy items and processes given here are for attendance monitoring requirements should MT be required to use attendance-based monitoring now or in the future.

- Monitoring and recording attendance of the student will be conducted.
- Each students' attendance is recorded and calculated over the period of a term/study period using information from class attendance sheets which are input to the student management system (SMS).
- Using this information in the SMS the weekly attendance records are reviewed and a report is generated to identify Students at risk of not satisfying attendance requirements.
- The student identified as being at risk are notified by email and their current attendance percentage is given in the form of a Letter.
- Students with falling attendance percentages will be notified by email. In each contact the letters issued will include a request that the student contact student support staff for assistance in getting back on track with the options for intervention processes and any other assistance that may be viable.
- Should the student be absent for four consecutive days absent without prior approval, they will be contacted by email and may also be phoned to initiate an intervention process and book an intervention interview.

5. Intervention Strategy

- MT ensures that it identifies, notifies and assist students where there is evidence that the student is at risk of not meeting course progress requirements.
- For students at risk of not meeting course progress requirements, or Individual Intervention agreement will be developed based on the appropriate intervention strategy identified.
- An Intervention Form will include an interview with the CEO/authorised staff member may include one or more of the following strategies:
 - Advising students on the suitability of the course in which they are enrolled and possible alternatives.
 - Advising students of opportunities for reassessment; and
 - Advising students of assistance that MT can provide including and not limited to:
 - receiving English language support.
 - reviewing learning materials with the student and providing information to students and in a context that they can understand.
 - providing extra time to complete tasks.
 - providing access to supplementary or modified materials
 - providing supplementary exercises to assist understanding
 - attending academic skills programs.
 - attending counselling.
 - receiving assistance with personal issues which are influencing progress.
 - receiving mentoring.
 - referral to external organisations where MT is unable to address the identified learning or

academic issues:

- being placed in a suitable alternative subject within a course or a suitable alternative course; or
- a combination of the above and a reduction in course load.

6. Extension to an expected course duration

- Extensions to the course duration are allowed where:
 - compassionate or compelling circumstances apply, and demonstrable evidence is provided, which may include but is not limited to:
 - serious illness or injury, where a medical certificate states that the student was unable to attend classes.
 - bereavement of close family members such as parents or grandparents.
 - major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies.
 - a traumatic experience which has impacted on the student and which could include involvement in or witnessing of a serious accident; and witnessing or being the victim of a serious crime. These cases should be supported by police or psychologists' reports); or
 - where MT is unable to offer a pre-requisite unit.
 - Where a student is complying with an intervention strategy implemented for students identified at risk of not making satisfactory course progress or meeting attendance requirements, or
 - An approved deferral or suspension of studies has been granted in accordance with MT's *Deferral, Suspension and Cancellation Policy and Procedures*.
- All variations in the student's study load, including the reasons for the variation will be recorded on the student's file.
- Where the duration of the student's enrolment is extended, MT will inform the student.

7. Informing students

- Students have the rights to appeal against any decision as per MT *Complaints and Appeals Policy and Procedure*. If the student chooses to access this process, the student will be enrolled as current student until this process is complete.
- All records will be kept on the student's file including letters and the notices.

8. Exclusion

Where necessary a student may be excluded from proceeding units of competency or admission into further studies at the same or higher levels until the intervention actions are carried out and all requirements of the course (or pre-requisite units) have been met. In such instances the student will receive an Exclusion Notice with reasons for and duration of exclusion period as well as conditions for re-inclusion. Conditions are typically the successful completion of a course within the set duration and/or pre-requisition units or industry work placements as required. It should be noted that the student must still complete their course within the set duration of the Training Plan / Timetable, even with exclusion and re-admission built into their intervention plans. If this is not possible, the student must re-enrol.

9. Re-Admission

If a student has been excluded, they may not enrol in a course at the same level or a higher level for the period of exclusion.

Any student applying for re-admission after the exclusion period must apply formally and their application will be considered in relation to the entry requirements and the overall demand for places in that course of study.

10. Publication

- This policy will be published in the *Student Handbook* to ensure that course progress requirements are clearly communicated to students before they commence their course.
- This policy will also be covered during orientation for students and induction for all academic staff.