

National Code Standard 11

Satisfactory course progress policy

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IMPORTANT:

This policy must be read in conjunction with the College's Attendance Policy.

Overview

1. The College regularly monitors students attendance and is required to report students who fail to meet minimum attendance requirements. The College retains a discretion not to report students for failing to satisfy the College's attendance requirements where, among other things, the student is maintaining satisfactory course progress.
2. This policy sets out what constitutes satisfactory course progress. Further information on satisfactory course progress requirements may be provided to students in each course. Review of the student's course progress will be undertaken where a student is identified as being At Risk of failing to meet attendance requirements.

Definitions

Study period means a semester of compulsory study (which will not at any time exceed a period of 6 months) or, where the duration of a course is less than a semester, it means that lesser period.

Competency: All training conducted by the College is competency-based and has vocational outcomes. Competency-based training requires that students achieve the level of understanding, knowledge and skill expected by industry. Competency-based assessment is defined as demonstrating:

“whether a person has the skills, knowledge and experience required to perform specific tasks in the workplace, or to gain credit towards a

vocational education and training qualification or course . Assessment is based on industry determined competency standards.”¹

DEEWR means the Department of Education, Employment and Workplace Relations.

Grades: This grading system is applied to all units of competency within every qualification delivered and assessed for the purpose of reflecting real work tasks that meet industry requirements.

Not yet competent (0% - 50%)	Work not yet demonstrating achievement to the specified standard of one or more elements of the unit of competency.
Pass (Competent) (51% - 70%)	Work demonstrating achievement to the specified standard of all the elements of the unit of competency.
Credit (71% - 80%)	Work demonstrating achievement to the specified standard of all the elements of the unit of competency as well as demonstrating a level of performance that meets the additional criteria for Competency with Credit.
Distinction (81% - 95%)	Work demonstrating achievement to the specified standard of all the elements of the unit of competency as well as demonstrating a level of performance that meets the additional criteria for Competency with Distinction.
High Distinction (96% - 100%)	Work demonstrating achievement to the specified standard of all the elements of the unit of competency as well as demonstrating a level of performance that meets the additional criteria for Competency with High Distinction

Monitoring

- Students who are at risk of not meeting the minimum attendance requirements are monitored for course progress. Such students may be counselled in accordance with the College’s intervention strategy.

Satisfactory course progress

- Satisfactory course progress is the achievement of a grading of Competent or better (that is, a ‘pass’ ranking in the grading system set out above) in at least 50% of the modules within a study period.

Unsatisfactory course progress

- Unsatisfactory course progress occurs where a student is deemed “Not Yet Competent” (based on the grading system above) in 50% or more of the modules within a study period.

Process for assessing satisfactory Course Progress

- Course progress is assessed at the end of the study period (ie week 18 where the study period is a semester) by the National Manager, in consultation with relevant trainers, who will consider the following items for each student to determine whether satisfactory course progress has been achieved:
 - student results (by reviewing assessment summaries provided by trainers for each unit studied in a particular study period);

6.2. intervention records (where the College's intervention strategy has already been implemented).

Student access to academic results

7. Students may request to view their results at any stage during their studies by contacting their Trainer and/or Assessor.

Related policies

- Attendance policy
- Intervention strategy policy