

POLICY ON STUDENT PROGRESS AND INTERVENTION

1 Definition

EIBT has in place an intervention strategy for any student who is not making satisfactory course progress. Unsatisfactory progress is defined as not successfully completing at least 50% of the subjects undertaken in any given study period.

2 Purpose

EIBT is committed to the delivery of high quality academic outcomes for students through the regular monitoring and assessment of student progress and through the provision of high quality support. This policy sets out the means by which EIBT meets that commitment, and ensures that the legislative requirements of The National Code are met.

3 Legal compliance

This policy is in accordance with the requirements of the revised National Code 2007, which has been established under the ESOS Act 2000.

4 Monitoring of student progress

- 4.1 EIBT will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled and has in place strategies to identify students at risk of not making satisfactory progress and those with special language and literacy needs.
- 4.2 Each course will include a compulsory assessment to monitor student progress within the first four weeks of the trimester. This may be a summative assessment with a weighting of no more than 15%, or where this is deemed not to be practical a formative, non-graded assessment may be used. Academic staff will inform the Academic Director of students identified as at risk and be subject to EIBT's intervention strategy.
- 4.3 At the end of each trimester the EIBT Academic Committee will meet to review the progress of each student. Students who do not successfully complete at least 50% of the subjects undertaken in that study period will be subject to EIBT's intervention strategy.

5 Intervention strategy

EIBT's intervention strategy will be made available to staff and students through induction and publishing in the Student Diary.

Students identified as at risk of, or not making satisfactory progress will be contacted and counseled by the Academic Director who will make recommendations which may include:

- identification and implementation of support strategies to enhance the student's progress
- a recommendation that the student seek appropriate personal and/or academic support from within or outside of EIBT
- a recommendation that the student revise their study program in the following trimester to include a Tertiary Skills course provided free by EIBT.
- regular feedback from academic staff that may include discussion, continuous (perhaps informal) assessment to track progress, model answers, lists of common mistakes, peer and self evaluation.

6 Support strategies

EIBT conducts subject specific Help Desks and workshops outside of normal class contact hours.

Academic English support Help Desks are conducted each week throughout the trimester for a total of two hours per week.

Numeracy Help Desks are conducted each week throughout the trimester for a total of two hours per week, commencing in week four after initial assessments.

A Tertiary Skills development program is provided free of charge for students who do not successfully complete at least 50% of the subjects undertaken in a trimester.

7 Reporting

If a student is identified as not making satisfactory course progress in a second consecutive compulsory study period in a course, EIBT will notify the student of its intention to report the student to DIAC for unsatisfactory progress.

The written notice (of intention to report the student for unsatisfactory progress) will inform the student that they are able to access the registered provider's complaints and appeals process under Standard 8 and that the student has 20 working days in which to do so.

The student will be advised that during this period they are required to continue studying during the period of not achieving satisfactory course progress or appeal process.

Policy Name	
Reference Authority	Director, PK Millen
Date of Approval	
Amendments	12 December 2007