



Course Progress Policy and Procedure

1. Background

The National Code¹ Standards 9, 10 and 11 relate to course progression/completion, the monitoring of student progress, and strategies for intervention when student progress is not satisfactory.

This policy is designed to ensure that the International Screen Academy (ISA) systematically monitor students' compliance with student visa conditions relating to attendance and students' course progress, is proactive in notifying and counselling students who are at risk of failing to meet their attendance and course progress requirements and reports students, under section 19 of the ESOS Act², who have breached the attendance and course progress requirements.

The National Code allows a maximum of 25% of the total course to be delivered by online or distance learning methods. There is currently no such delivery at ISA. Any proposals to introduce online or distance learning will be assessed with regard to the maximum allowable proportion under the National Code.

2. Monitoring Attendance

ISA will implement the DoE³- DIBP⁴ Course Progress Policy and Procedures (available at https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOSQuickInformation/Documents/Documents_Course_Progress.pdf) and as such is not required for ESOS purposes to monitor attendance.

ISA is required to monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

3. Monitoring Course Progress

Students are expected to maintain satisfactory course progress and complete their course within the expected duration. Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements in that study period.

ISA will hold orientation sessions at the start of each study period to outline course requirements for that study period. Students will also be informed of satisfactory course progress requirements in class at the beginning of each study period.

¹ The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (the National Code)

² Commonwealth Education Services for Overseas Students Act 2000

³ Department of Education

⁴ Department of Immigration and Border Protection

In implementing the DoE-DIBP Course Progress Policy and Procedures ISA will systematically monitor course progress by:

- Recording and monitoring assessment results of all students throughout the semester by Trainers. Assessments allow trainers to evaluate a students' competency for a unit of competency. If a student does not complete the required assessment they may be assessed as 'not competent' for a unit of competency and be 'at risk' of not making satisfactory course progress.
- Students will be assessed against course progress requirements at the end of each study period via an Assessment panel/Board of Studies. If a student is identified for the first time as not making satisfactory course progress, they will be determined as 'at risk'.

Where it becomes apparent that a student is 'at risk' of not making satisfactory course progress this will be reported to the Head of Acting or Head of Film and Animation who may recommend that an intervention strategy be introduced. Any student identified 'at risk' will be reported at staff meetings so an appropriate action plan can be discussed and supported by staff.

Trainers will be encouraged to identify 'at risk' students and implement the intervention strategy as early as practicable. If a student is identified 'at risk' via the Assessment panel/Board of Studies then an intervention strategy will be activated within the first four weeks of the following study period.

3.1 Intervention Strategies

The Head of Acting or Head of Film and Animation will contact each student who is deemed to be 'at risk' of not making satisfactory course progress in writing and arrange an appointment for an academic counselling session to be held within two weeks of that determination.

During the academic counselling session the Head of Acting or Head of Film and Animation and the student will determine what additional support will be provided to the student. This may include:

- Advising the student on the suitability of the course in which they are enrolled
- Assessing the individual learning contract to address any specific needs
- Provision of additional classes or lessons
- Allowing the student to redo an assessment task
- Re-assessment of the task by another qualified assessor
- Negotiating extended deadlines for assessment tasks
- Arranging alternative assessment tasks and projects according to the needs of the student, and/or
- Arranging appropriate support services or counseling to assist a student;
- Advising the student that unsatisfactory course progress in two consecutive study periods for a course could lead to:
 - An international student being reported to DIBP and cancellation of his or her visa (depending on the outcome of any appeals process).
 - A domestic student having their enrolment being terminated.

These or other appropriate intervention strategies are pro-actively applied and an action plan negotiated with the student to ensure deadlines and criteria for satisfactory completion are understood and agreed. Course progress will be monitored and reviewed through either special mechanisms identified in the action plan or through the standard processes as outlined above.

A record of the academic counselling session and any additional support to be provided will be documented and placed on the student's file. Outcomes of the academic counselling session will be reported at staff meetings.

3.2 Continuing failure to meet course progress requirements

If after an intervention strategy has been put in place, a student fails to meet the course progress requirements in a second consecutive term of study, the Head of Acting or Head of Film and Animation will advise, in writing:

- that ISA intends to report the international student to DIBP for unsatisfactory progress, or
- that ISA intends to terminate the enrolment of a domestic student.

This written notice will inform the student that they have a right to appeal the decision within 20 working days using the ISA Student Grievance Policy and Procedure. During the period for lodging an appeal and, if the student lodges an appeal, during the period the appeal is being considered, the student has a right to continue their studies in the course.

Where the student has chosen not to access the appeals processes within the 20 working day period, or the student's appeal was unsuccessful, ISA will:

- for an international student, notify the Secretary of DoE through PRISMS within 10 working days of the student not achieving satisfactory course progress. DIBP will, in all but exceptional circumstances, cancel the student's visa and the student's enrolment at ISA will be terminated, or
- for a domestic student, their enrolment will be formally terminated.

4. Completion within expected duration

All students are expected to complete their course within the expected duration.

Teachers monitor the progress of each student to ensure that they are in a position to complete their course within the expected course duration. Teachers will report any student 'at risk' of not completing their course in the expected duration to the Head of Acting or Head of Film and Animation.

The Head of Acting or Head of Film and Animation will also review the records of each enrolled student during each term of study and make an assessment of whether the student is in a position to complete their course in the expected duration.

Where a student is assessed as being in a position where they may not complete their course in the expected duration, the Head of Acting or Head of Film and Animation will deem that student as being 'at risk' and arrange an appointment for an academic counselling session to be held as specified above at Section 3.1.

5. Publication and Version Control

Staff and students are advised of this policy through publication on the ISA website.

Version	Amendments	Approval	Date Approved
4	Removing Creative Director and adding Head of Acting or the Head of Film and Animation	Managing Director	12/5/15
5	Updated link to DoE-DIBP course progress policy. Minor typos corrected.	Head of Film and Animation	26/11/15