



SYDNEY FILM SCHOOL

Name	Monitoring Course Progress and Attendance		
What is the purpose of this policy?	To outline the way in which Sydney Film School (SFS) will monitor the progress made by students who are at risk of not obtaining a qualification because their course progress is unsatisfactory.		
Version	#4	Next review	23 July 2015
What law applies?	National Code of Practice for Registration Authorities and Providers of Education and Training to International Students 2007: Standard 10 & 11.		
Who is affected by this policy?	Who has rights?	Who has responsibilities?	
	Students	Director of Education (Owner) Education Admin Manager Admissions Officer	

Policy

Monitoring Course Progress

SFS maintains an active intervention policy in relation to any student who is at risk of failing to meet their course requirements. Early intervention is encouraged and trainers are also encouraged to identify students who appear at risk of falling behind with their course progress.

Under this policy, SFS systematically monitors course progress of each student towards the end of each unit of study. SFS notifies 'at risk' students and implements an intervention strategy where necessary. SFS will also offer learning support where that is required and will take record of this.

SFS adopts this policy for all students but is aware that the conditions of an International student's visa require satisfactory course progress.

SFS will give a student notice where it has determined that the student will not meet the minimum requirement for course progress to enable the student to access SFS's Grievances and Appeals Policy and Procedure.

Monitoring attendance

SFS has opted for, and implements, the Department of Education-Department of Immigration and Border Protection (**DoE-DIBP**) approved course progress policy. This means that SFS is not required for ESOS purposes to monitor attendance.

Procedure

Introduction

Vocational training at SFS is competency-based training. Results can be only Competent (**C**) or Not Yet Competent (**NYC**).

Progress of a student is regarded as being 'at risk' if the student is deemed to be NYC in less than 50% of the key Units of Competency (**UOC**) within a Unit of Study. A key UOC refers to the UOCs that are scheduled to be achieved in certain slots in the course. If there is only one key UOC scheduled in a Unit of Study, students who don't achieve it will also be deemed as 'at risk'.

Where a student is identified as being 'at risk' of not meeting course requirements, then intervention/support strategies will be implemented to assist the student.

Monitoring course progress

The Education Admin is responsible for monitoring the course progress of each student, throughout their studies to ensure that they are maintaining satisfactory course progress.

This will be achieved by the following actions being taken:

1. A course progress matrix will be set up for each student.
2. Students will be reminded by email by the Education Admin Manager about assessment deadlines on a weekly basis.
3. Students are required to deliver each assessment to the applicable trainer.
4. Each trainer will have two weeks to mark a student's work.
5. Each trainer will notify results to the Education Admin Manager.
6. After receipt of results, the student's course progress matrix will be updated.
7. During Week 7 of each Unit of Study, the Education Admin Manager will identify and notify the students that have been marked Not Satisfactory in the assessments delivered and will set new deadlines for the re-delivery of those assessments. For the assessments that belong to a key UOC, students will be given a second chance to resubmit or attend a catch up class for presentations. These classes will be organized by the Course Coordinator and will occur within two weeks of the student being marked Not Satisfactory.
8. During Week 9, the students results are processed into the course progress matrix. If the student has achieved less than 50% of the key UOCs, they will be deemed 'at risk'.
9. During Week 10, 'at risk' students must attend an academic counselling session. The counselling session is to be held no later than seven days after the 'at risk' determination is made. If during the counselling session, the student cannot prove compassionate or compelling circumstances (refer to SFS' *Compassionate and Compelling Circumstances Policy and Procedure*), they will have the option to enroll in an 'Assessment Only' Unit of Study later in the course. This arrangement must be set in the counselling meeting.

Academic Counselling Sessions

The Education Admin Manager, the applicable Course Coordinator and the student will attend a counselling session.

At the counselling session the student's circumstances, attendance record and results will be discussed to enable a determination to be made as to what additional support is required and can be provided to the student.

This may include, but is not limited to:

1. *Language, Literacy and Numeracy (LLN) and English language difficulties*

If a student demonstrates LLN or English language difficulties:

- SFS will provide tutoring classes to assist the student with their difficulties while continuing their studies in accordance with SFS' *Language, Literacy and Numeracy Policy*; or
- if thought necessary, the student may be required to suspend their studies at SFS and satisfactorily complete an English language course at their own expense before being allowed to return to SFS. In the case of International Students, they will have to obtain a new Confirmation of Enrolment (**CoE**).

2. *Personal problems*

If a student is identified as having personal problems which are adversely affecting the student's progress, SFS will make available, at the student's cost, a counsellor to assist the student deal with those problems.

3. *Mentoring by trainer or nominated student*

In some cases, a trainer or nominated student will be assigned to mentor a student.

4. *Repeating a Unit of Study*

Where a student fails the entire key UOCs within a Unit of Study, they may be required to re-enrol in that Unit of Study or enrol in an Assessment-Only Unit of Study, refer to SFS' *Non-Completion or Late Submission of Assessment Tasks Policy and Procedure*.

During the counselling session the student will also be advised:

- on the suitability of the course in which they are enrolled;
- of opportunities to demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency;
- for International Students: of the possibility that conditions may be placed on their enrolment and that continued unsatisfactory course progress in two consecutive Units of Study could lead to their enrolment being terminated, resulting in SFS reporting the matter to DIBP which may result in the cancellation of their student visa; and
- for Local Students: of the possibility that continued unsatisfactory course progress in two consecutive Units of Study could lead to their enrolment being terminated.

The Education Admin Manager should make it clear to the student about SFS's obligation to report non-compliance in student course progress to the appropriate authorities, as well as to explain SFS's *Grievances and Appeals Policy and Procedure*.

An email will be sent to the student summarizing the topics addressed in the counselling session and any additional support to be provided will be documented and placed on the student's file. Outcomes of the academic counseling session will be reported on at the CIC meetings.

Continuing failure to meet course progress requirements

If a student who is deemed 'at risk' in a Unit of Study continues to fail to meet the course progress requirements in a second consecutive Unit of Study, the Education Admin Manager will notify the student in writing of the intention to report the student for not achieving satisfactory course progress. The student will also be advised that they have a right to appeal the decision within 20 working days. 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.

For International Students

After all complaints and appeals processes are finalised, or the student has chosen not to access the complaints and appeals process within 20 working days, the student's enrolment will be formally terminated and the Admissions Officer will report the student to DIBP. The student will be provided with a copy of the Section 20 notice generated by PRISMS.

For Local Students

After all grievances and appeals processes are finalised, or the student has chosen not to access the grievances and appeals process within 20 working days, the student's enrolment will be formally terminated. If this is before the Census Date for the Unit of Study, they will not be required to pay the fee for that Unit of Study. If it is after the Census Date, their fee will only be refunded on written request and for compassionate or compelling reasons.

Contacting Students

SFS will select one or more of the following communication methods to notify the student:

- Phone
- Text Message
- Email
- Face-to-face

SFS will endeavour to contact the student directly but may also contact the student's next of kin if it is unsure that a student has received its communications.

Version Control

Approved by	Version #	Date
Management Committee	2	9 July 2009
Management Committee	3	11 April 2011
Course Improvement Committee	4	29 May 2015