

Course Progression Policy

Document Name	Course Progression Policy		
Approved by	PEO or delegate	Date	29/05/19
Responsible Officer	Director Studies		
This policy applies to	ECA College and APIC Foundation (RTO Code 45012; CRICOS Provider Code 02644C) Australasian College of Care Leadership and Management (RTO Code 40829, CRICOS Provider Code 03637E) ECA Graduate Institute (RTO Code 91423)		
Related Documents	Student Handbook Student Support Policy Assessment Policy Training and Assessment Strategies Student Code of Conduct		
References and Legislation	Standards for Registered Training Organisations (RTOs) 2015 Standard 1 The National Code of Practice for Providers of Education and Training to Overseas Students 2018 Standard 8		
Version	Change description	Approved	Effective Date
v19.0	Updated for new logo and alignment with ECA Group.	PEO	1/06/19

1. Purpose

The purpose of this policy is to provide ECA Group students and ECA Group staff clear information about ECA Group's position in relation to monitoring the progress of students in their course and approaches to intervention. ECA Group supports all students to progress in their chosen studies and achieve a qualification within the expected duration as identified in the student's Confirmation of Enrolment Letter. ECA Group monitors and assesses a student's course progression and participation to ensure students engage and complete their course.

2. Scope

This policy applies to international students (potential or actual) who are enrolled in Education Centre of Australia Pty Ltd (ECA Group) educational institutions including ECA Graduate Institute (EGI), ECA College (ECAC) and Australasian College of Care Leadership and Management (ACCLM). Domestic students are not required to follow a formal course progression policy. However, the monitoring procedures are equally beneficial to domestic students. See Course Progression Procedures.

3. Definitions

Item	Definition
DHA	Department of Home Affairs
CoE	Confirmation of Enrolment: A document registered with DHA to confirm a student's acceptance into a course for a specified duration.

Intervention Process	Identifying and providing notification and support to students at risk who are not meeting satisfactory academic progress.
Intervention Strategies	Those actions that the Trainer/Assessor or management recognises as needed for a student to successfully complete a course. (Student Intervention Policy)
Language, Literacy and Numeracy	The purpose of an LLN is to assess the initial skills of an applicant to ensure they meet the Australian Core Skills Framework requirements for language, literacy and numeracy.
Course progress	Advancement within a course towards its completion
Study Period	A discrete period of study within a course, namely term, semester, short course, or as otherwise defined by ECA Group as long as that period does not exceed six months. A “study period” is as defined in the Letter of Offer and the Written Agreement. At ECA Group a VET study period refers to a 10-week period of study.
Students at Risk	Identifying Students at Risk includes three ‘at risk indicators’ that will be monitored in any given study period. The risk indicators are attendance, participation in learning and assessment, and demonstration of Competence.
Satisfactory Course Progress	A student has satisfactory course progress if the student is achieving a competent result for all units of competency undertaken in a given study period and is on track to successfully complete their course within the expected duration of study as per their CoE.
Unsatisfactory Academic Course Progress	For the purpose of this policy, unsatisfactory progress is defined as a student not successfully completing or demonstrating competency for the units studied to date in any study period (one term).
Not Yet Competent (NYC)	Not meeting the required performance criteria to achieve satisfactory outcome for the unit.

4. Policy

The National Code 2018 Standard 8 requires registered providers to monitor students’ course progress and to subsequently identify and offer support to students at risk of not meeting course progress and attendance requirements.

The Standards for RTOs 2015 require registered providers to determine the support needs of individual learners and provide access to educational and support services necessary for the individual learner to successfully complete their training and assessment.

This Policy establishes strategies and processes to ensure compliance for students studying at ECA Group within the requirements of the Education Services for Overseas Students Act 2000 and Standard 8 of the National Code 2018 and Standards for RTOs 2015. It seeks to ensure that international students complete their studies within the expected duration specified in their CoE, and that intervention strategies are implemented for students identified as being at risk of not making satisfactory course progress.

The expected duration of study specified in the overseas student’s CoE must not exceed the CRICOS registered duration.

5. Review and Continuous Improvement

The ECA Group is committed to ongoing monitoring and improvement of its policies and procedures, and to this end has an integrated strategy including:

- The ECA Group Management Team conducting reviews of specific elements of the policy and procedures when a student or trainer/assessor raises a possible problem to be addressed that has not been factored into the existing policy and/or procedure. This will then be referred to the ECA Group General Manager and/or the Management Review Committee for approval.
- Staff at ECA with responsibilities relating to the managing of student progress are encouraged to submit any concerns about, and suggestions for making improvements to the Policy and Procedure to the appropriate Manager who is responsible for ensuring that appropriate responses are reported to the ECA Group for development.