



Vocational Course Progress and Attendance

Policy

Vocational education and training conducted at Carrick Institute of Education (Carrick) is competency-based.

Carrick ensures that students are assessed to achieve the level of understanding, knowledge and skill expected by industry. Carrick also encourages students to build on their competencies as they progress through their courses.

Course Progress for International Students

In line with **DEEWR-DIAC Course Progress Policy and Procedures for CRICOS Providers of VET Courses***, Carrick monitors course progress and implements appropriate intervention strategies when students are at risk of not making satisfactory course progress.

Where unsatisfactory course progress continues for a period of two consecutive study periods, the student will be reported to the Secretary of the Department of Education, Employment and Workplace Relations (DEEWR) via PRISMS and their CoE will be cancelled, which may also result in their student visa being cancelled.

* The policy is available from the Australian Government Department of Education, Employment and Workplace Relations, Australian Education International website: http://aei.gov.au/AEI/ESOS/NationalCodeExplanatoryGuide/PartD/Standard_10.htm#deewr

Attendance for both Local and International Students

All students are asked to accept the condition of enrolment which includes an undertaking to maintain at least 80% attendance. Carrick has also adopted an internal policy to monitor the attendance of each student. Attendance will be monitored closely to ensure there is full-time study activity. Attendance is necessary to achieve satisfactory course progress, students are required to maintain at least 80% attendance for the relevant unit of competency (including medical related absences). The following action will apply to all students who are deemed Not Yet Competent in a unit.

<p>In class reassessment is permitted if a student has ‘failed’ a unit and maintained at least 80% attendance throughout the term.</p>	<p>Student will be given the opportunity to complete a reassessment during class time within the semester/stage. A student will not be charged a reassessment Fee if they are assessed as Competent during the in-class reassessment process. (as per SMP 3 Fees & Charges Policy)</p>
<p>Out of class reassessment is required where a student has ‘failed’ a unit and their attendance is below 80% for the unit and no compassionate and compelling circumstances prevail.</p>	<p>Where a student is required to book in a reassessment to be conducted outside of class time, a reassessment Fee will apply. (as per SMP 3 Fees & Charges Policy)</p>

Definitions

A **study period** is defined as 10 study weeks.

Course progress is defined as the measure of advancement within a course towards the completion of that course demonstrated through competency-based training and assessment.

Unsatisfactory course progress is defined as not successfully completing or demonstrating competency in 50 % or more of the course requirements for the study period.

Monitoring refers to an active checking of course progress.

Guidelines

1.0 Assessment Process

- 1.1. Carrick ensures that all assessments meet the requirements and outcomes specified in accredited courses within the scope of registration.
- 1.2. Students may be assessed individually, in pairs or small groups.
- 1.3. Students are assessed against set criteria, not against each other.
- 1.4. Assessments are weighted according to set criteria and the weighting of each assessment for each unit of competency is clearly identified to students.
- 1.5. Students are given feedback after each assessment.
- 1.6. In some cases, students may be eligible to re-submit failed assessments.
- 1.7. Please refer to TA 3 Vocational Assessment for further information on assessment.

2.0 Vocational Grading System

- 2.1. This grading system is applied to Vocational units of competency at Carrick.

Grade	Grade Descriptor	Grade Criteria
Not Yet Competent (NYC)	Work not yet demonstrating achievement to the specified standard of one or more elements of the unit of competency.	Student does not display and/or apply sufficient understanding of the key concepts and work performances of one or more elements of the unit of competency.
Competent (C)	Work demonstrating achievement to the specified standard of all the elements of the unit of competency	Student displays and applies an understanding of the key concepts and work performances of all the elements of the unit of competency.
Competent With Credit (CRC)	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	Student displays and applies a heightened understanding of the key concepts and work performances of all the elements of the unit of competency.

	with Credit.	
Competent With Distinction (DC)	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.	Student displays and effectively applies an advanced understanding of the key concepts and work performances of all the elements of the unit of competency.
Competent With High Distinction (HDC)	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.	Student displays a highly developed understanding and expertly applies a highly developed understanding of the key concepts and work performances of all the elements of the unit of competency.

3.0 Recording Student Results

- 3.1. When a Unit of Competency has been completed, the teacher records the students' final results on the **Student Assessment Result** spreadsheet.
- 3.2. The teacher emails **Student Assessment Result** spreadsheet to the Vocational Department (via the nominated email address) so the relevant Course Coordinator can check the results.
- 3.3. The Course Coordinator checks the **Student Assessment Result spreadsheet** to ensure data has been entered correctly:
 - Course Title and Course Code
 - Semester Date and Year
 - Teacher Name and Signature
 - Correct Unit Entered
- 3.4. The Course Coordinator sends the **Student Assessment Result spreadsheet** to the Education Administration Department.
- 3.5. The Education Administration Department uses the **Student Assessment Result spreadsheet** to enter the results on the student management system (Wise.NET).
- 3.6. Students are able to view their results at any stage during their studies through MyCarrick by selecting 'training history' from the menu.

4.0 Achieving Satisfactory Course Progress

- 4.1. Students who achieve competency or above grade in more than **50% of the units for the study period** (10 study weeks) will be deemed to have achieved satisfactory course progress.
 - 4.1.1. If a student does not complete in-class practical activities to achieve the level of understanding, knowledge and skills necessary, they will be deemed Not Yet Competent and they will be required to repeat the unit of competency

- 4.1.2. If the student fails to attend a scheduled exam or test, this will be considered one of the possible three attempts to demonstrate competency.
- 4.2. A student is eligible for an external work component of a course (Work Placement or Field Placement) when they have successfully met all the requirements that determine them as work ready and/or competent in the units of competency completed prior to the Work Placement or Field Placement.
 - 4.2.1. Students must not have NYC for any units undertaken prior to being admitted to any stage of the course that contains Work Placement or Field Placement.

5.0 Monitoring Course Progress

- 5.1. Course progress will be checked against completion of course within the specified duration.
 - 5.1.1. Any student who is identified as not completing their course within expected duration will be contacted to rectify the situation through consultation with the Course Coordinator. For further guidelines please refer to SMP 32 Extension of Course Duration.
- 5.2. On completion of each study period, the Course Coordinator identifies students who have **not** made satisfactory course progress for that study period.
 - 5.2.1. Prior to the commencement of week two of the following study period, the Course Coordinator compiles a report of students who have not made satisfactory course progress for the preceding study period.
 - 5.2.2. The Course Coordinator sends the report to the (Associate) Head of VET.
- 5.3. The (Associate) Head of VET initiates the intervention process, ensuring that the intervention strategy is activated within the first four weeks of the following study period.
 - 5.3.1. Each student who has been identified as not making satisfactory course progress is sent an **Unsatisfactory Course Progress Disciplinary Letter** requesting that they make an appointment to discuss their course progress with the Course Coordinator.
 - 5.3.2. The Course Coordinator will establish a program of support/intervention strategies for the student to help them achieve satisfactory course progress.
 - 5.3.3. The student will be placed on probation for the following study period.

6.0 Support/Intervention

- 6.1. Where a student has been identified as being at risk of not making satisfactory course progress, support/intervention strategies are considered to assist the student.
- 6.1.1. The student's records are considered as part of the intervention strategy, in particular:
- results
 - attendance records
 - previously implemented intervention strategies
- 6.1.2. The following intervention strategies are considered on a case-by-case basis:
- i. English language support for oral and written comprehension.
 - ii. Assistance with academic skills such as essay & report writing, meeting assessment requirements and research skills
 - iii. Attending a study group.
 - iv. Counselling with the Student Services Department for assistance with personal issues affecting course progress.
 - v. Opportunity for reassessment.
 - vi. Changing courses.
 - vii. Mentoring by the teacher or nominated student.
 - viii. Referral to external organisation for assistance.
 - ix. Reduction in course load.
 - x. Combination of strategies outlined in i-ix above.
- 6.2. The student meets with the Course Coordinator to discuss and agree to the intervention strategy and SMF 16 Intervention Record is completed and signed off by the Course Coordinator and the student.
- 6.2.1. A copy of the intervention record is given to the student, and a copy is kept in the student's file.
- 6.3. The student is monitored every 10 weeks on the agreed intervention and strategies are altered accordingly when required.
- 6.3.1. If the intervention strategies are altered, a new SMF 16 Intervention Record must be completed and signed off.
- 6.4. Where a support/intervention strategy is implemented the student will be required to meet the Course Coordinator on a regular basis for follow up.
- 6.4.1. All meetings with the student are to be recorded using SMF 10 Diary Note Form and a copy kept on the student's file.
- 6.4.2. Each SMF 10 Diary Note Form needs to be signed by the Course Coordinator and the student.

7.0 Unsatisfactory Course Progress

- 7.1. Where a student fails to make satisfactory course progress in two consecutive study periods (20 study weeks), Carrick will report the student to DIAC for unsatisfactory course progress.

- 7.2. Written notification will be sent to the student informing them of Carrick's intention to report them to DIAC for unsatisfactory course progress and advising the student that they have 20 working days to lodge an internal appeal prior being reported. (See SMP 9 Student Complaints and Appeals Procedure).
- 7.3. A student's internal appeal will be considered in the following circumstances:
- i. The student's marks have been calculated incorrectly.
 - ii. Compassionate or compelling circumstances apply (see SMP 31 Compassionate and Compelling Circumstances).
 - iii. An intervention strategy or other policies were not implemented according to Carrick's documented policies and procedures that have been made available to students via MyCarrick.
- 7.4. Where a student lodges an appeal the student will only be reported when the appeal process is completed, that is; Carrick's internal appeals process plus one external appeal (if required) and the appeal decision does not favour the student.
- 7.5. The student is to maintain their enrolment throughout the appeals process.
- 7.6. In the instance where a student is to be reported, the Quality Assurance Department is notified to report the student to DIAC for unsatisfactory course progress.

8.0 Erratic Course Progress

- 8.1. Where a student is deemed to be erratic in their course progress through the monitoring process they may have their enrolment cancelled. Refer to SMP 35 Deferral, Suspension and Cancellation Policy for more information.

Related Policies

AP 26 Reporting of International Students on PRISMS
 SMP 9 Complaints & Appeals Procedure
 SMP 20 Student Cheating Plagiarism
 SMP 31 Compassionate & Compelling Circumstances
 SMP 32 Extension of Course Duration
 SMP 35 Deferral Suspension and Cancellation
 TA 3 Vocational Assessment

Related Forms

SMP 3 Student Fees & Charges Policy
 SMF 10 Diary Note Form (Electronic)
 SMF 15 Request Complaint Appeal Form (Electronic)
 SMF 16 Intervention Record Vocational (Electronic)
 Unsatisfactory Course Progress Letter
 Student Assessment Result spreadsheet

Policy Locations

P: Drive

Student Management Policy SMP 15

Vocational Course Progress

Version: 6.4

Implemented: December 2010

To be reviewed: December 2011

Responsibility: Executive Director of Education

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MyCarrick Website