

Course Progression Policy and Procedure for Domestic Students

Navitas Professional Institute

Document

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Version Control

Issue Date:	Summary of Changes	Review Date
6 October 2009	Policy established	October 2015
14 September 2015	Stages of course progression management changed Show cause introduced	September 2020
25 January 2016	Minor template technical amendments	September 2020
6 March 2017	Minor administrative amendment	March 2021

Course Progression Policy and Procedure for Domestic Students

1. Purpose and Scope

The College monitors student progression in order to provide timely intervention and appropriate support, and to ensure that students do not incur unnecessary debt.

The policy defines unsatisfactory course progression, specifies the way in which the College will intervene to support students at risk of not making satisfactory course progression, and makes clear the consequences for making unsatisfactory course progression.

The policy applies to domestic students enrolled in all higher education and vocational education and training courses offered by the College.

2. Policy

The College proactively monitors student progression in order to provide timely intervention and appropriate support, and to ensure that students do not incur unnecessary debt.

2.1 Principles

The following principles underpin the student course progression policy and processes:

2.1.1 Duty of care toward the student

- Providing appropriate, timely and proactive support for students in order that they may achieve their academic goals and course outcomes.
- Ensuring that student debt for the enrolled course is kept to a minimum.

2.1.2 Timeliness

- Course progression is monitored on a trimester basis upon approval of grades by the Board of Examiners. The Registrar's Office ensures that decisions and processes concerning course progression are completed as soon as possible after the approval of results by the Board of Examiners and in time for students to take appropriate action prior to census.

2.1.3 Record-keeping and access to records

- A Course Progression Register is kept by the Registrar's Office and is updated at appropriate times during the academic year. Records will be kept strictly confidential and in accordance with the Navitas Privacy Policy.

2.1.4 Identification on the basis of academic results

- Students are identified under this policy in relation to the academic progression stages on the basis of academic results.

2.2 Course Progression Rules

2.2.1 Students are normally required to make satisfactory course progression to maintain enrolment in their course.

2.2.2 Students who are identified as making unsatisfactory course progression will normally have their enrolment discontinued and will be excluded from the College for a period of 24 months.

2.2.3 Students who are identified under this policy normally move sequentially between the intervention stages 1 and 2.

2.2.4 Students are required to observe any additional progression rules relating to their course as specified by the school or college in the course guide or course handbook.

2.3 Course progression stages and criteria

There are three stages of intervention in the management of unsatisfactory course progression. These stages are: Academic caution, At risk and Discontinuation of enrolment.

The Academic Board approves the criteria by which students are considered to be making unsatisfactory course progression and approves criteria by which students are identified at the three intervention stages.

Schedule 1 sets out the approved criteria.

2.3.1 Stage 1: Academic caution

The first stage in the management of student course progression is the academic caution stage. Students are identified at this stage if they meet the criteria for Academic caution as specified in Schedule 1.

Students who meet the criteria for stage 1 as specified in Schedule 1 are notified in writing (mail or email) by the Registrar's Office. The communication will

- Inform the student of support available in academic skills, study skills and personal support,
- Make available a Study Success self-survey (Stage 1) which helps students identify issues and problems and includes the contact information of appropriate support services,
- Inform the student of the criteria and consequences of moving to stage 2 in the management of unsatisfactory course progression.

Students at stage 1 will also be reported to the respective school. The school normally contacts the student at this stage to offer support and to advise the student in relation to the management of course progression.

The respective school may have course progression requirements such as compulsory attendance at academic skills workshops or appearance before an academic progression panel.

The course progression status of students identified at this stage will be changed to "Academic caution".

2.3.2 Stage 2: At risk of making unsatisfactory course progression

Students are at risk of making unsatisfactory course progression if they meet the criteria for Stage 2: At risk as specified in Schedule 1.

Students who are identified as being at risk of making unsatisfactory course progression are notified in writing (mail or email) by the Registrar's Office. The communication will

- Inform the student of support available in academic skills, study skills and personal support,
- Make available a Study Success self-survey (Stage 2) which helps students identify issues and problems and includes the contact information of appropriate support services,
- Inform the student of the criteria and consequences of being identified as making unsatisfactory course progression.

Students at this stage will also be reported to the respective school. The school normally contacts the student to offer support and to advise the student in relation to the management of course progression.

The school may have other course progression requirements such as compulsory attendance at academic skills workshops or appearance before an academic progression panel.

Students at this stage are encouraged to assess their commitment to their studies and/or consider a course at a more appropriate level of study.

The course progression status of students identified at this stage will be changed to "At risk".

2.3.3 Stage 3: Unsatisfactory course progression and discontinuation of enrolment

The third stage of the intervention identifies students who have made unsatisfactory course progression as specified in Schedule 1.

For Higher education students, the criteria for stage 3 unsatisfactory course progression includes being awarded the Fail No Submission grade for all units enrolled in one trimester of full-time study. This criterion applies from the first trimester of study.

The enrolment of students who are considered to be making unsatisfactory course progression will be discontinued unless the student is able to show cause.

Show cause submissions

If the student has been notified that they have made unsatisfactory course progression and that their enrolment will be discontinued, the student is able to make a show cause submission to the Head of School as to why the college should allow their enrolment to continue.

Show cause submissions must be submitted within 10 working days of the date of notification of the decision.

Show cause submissions should contain as much relevant information as possible to help the College reach a decision, including:

- any compassionate or compelling reasons for the student's previous performance, supported by documentary evidence,
- any remedial action undertaken since the student was advised of the academic caution or of being at risk of unsatisfactory course progression, and
- how the student intends to improve their academic performance if permitted to continue their studies.

Students whose enrolment is discontinued due to course progression rules will be excluded from the College for a period of 24 months.

2.3.4 Admission after exclusion

Students whose enrolment is discontinued due to course progression rules will need to re-apply for acceptance to the College and will not be eligible for acceptance to the College in any course, for a period of 24 months.

Admission after discontinuation of enrolment due to course progression rules must be approved by the relevant Head of School.

2.3.5 Appeals

Students are able to appeal any decision taken by the College in the management of academic progression by using the Academic Grievances, Complaints and Appeals Policy and Procedure within 20 working days of the date of notification of the decision.

[Appeals through the Academic Grievances, Complaints and Appeals Policy and Procedure](#)

3. Procedure

3.1 Tracking student progression and intervention

Students are required to make satisfactory course progression in order to maintain their enrolment in their course. Student results are monitored every trimester by the Registrar's Office after results are approved.

The Registrar's Office identifies students who match the course progression criteria for each stage. Those students are contacted by the Registrar's Office by email or mail and informed of their course progression status.

The status is recorded on the Course Progression Register by the Registrar's Office.

The Registrar's Office also informs the school of the course progression status of its students.

The school may intervene in a variety of ways and normally contacts students to identify and work through issues and problems the student may be having to attempt to support and advise the student and prevent unsatisfactory course progression.

3.2 Strategies to assist students

The school and/or other support services may advise the student of support options available which include:

- Attendance at Study Skills Workshops
- Attendance at PASS program
- Interview with academic coordinator to establish a study plan
- Interview with a Student Counsellor
- Interview with an AccessAbility Advisor
- Library support
- IT support
- One-on-one assistance, for example by Student Learning Support
- Reduced study load
- Alternative learning pathways

4. Responsibilities

The Academic Board approves the criteria by which students are considered to be making unsatisfactory course progression and approves criteria by which students are identified at the three intervention stages.

The Registrar's Office is responsible for identifying students under this policy, for keeping course progression records and for communications with students in relation to this policy.

Students are responsible for taking the appropriate action under this policy.

Services such as Student Learning Support, Student Counsellors, AccessAbility Advisors as well as Schools and respective course coordinators are responsible for providing advice to students and the Registrar's Office in relation to this policy.

5. Definitions

Unless the contrary intention is expressed in this policy, the following words (when used in this policy) have the meaning set out below:

Academic year refers to a full year of academic study with an equivalent full-time study load (EFTSL) of 1.0. This can vary from course to course, but normally comprises two or three trimesters.

Academic staff / teaching staff refers to permanent and casual employees engaged in teaching and assessment of courses at the institution.

AQF refers to the Australian Qualifications Framework.

At risk refers to students who are at risk of not making satisfactory course progression.

College (the)/ Institution (the) means the Navitas Professional Institute and its colleges (see Registration information below).

Domestic student refers to all students who are an Australian citizen, a New Zealand citizen or the holder of a permanent visa or a student who is studying from another country via online or by distance education.

Full-time load means that the published [Equivalent Full-time Study Load \(EFTSL\)](#) value is equal to 1 for full year or 0.33 for a trimester. The EFTSL is a measure of the study load for each unit of study.

International student/ Overseas student means a student required to hold a student visa for study in Australia.

Maximum course duration refers to the maximum amount of time in which a student is allowed to complete a course of study. It is specified for each course in the Course Guide or Course Handbook.

Trimester refers to the name for each of the three standard academic periods/terms in an academic calendar year.

Unit means a unit of study in a higher education course or a unit of study, subject, module and/or unit of competency in a vocational education and training course.

6. Review

This policy is reviewed at a minimum of every 5 years by the policy owner (or designate) to ensure alignment to appropriate strategic direction and its continued relevance to Navitas' current and planned operations.

The next scheduled review of this document is listed in the Version Control section on Page 1.

7. Records

Records in association with this policy will be kept in accordance with the institution's Records Management Policy and Records Retention and Disposal Schedule. Confidential files related to the implementation of the policy must be maintained according relevant privacy processes.

8. Related documents

Student Records Management Policy;

Records Retention and Disposal Schedule;

9. Related legislation

Higher Education Support Act 2003; Tertiary Education Quality and Standards Agency Act 2011; National Vocational Education and Training Regulator Act 2011; Education Services for Overseas Students (ESOS) Act 2000 and National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007; and associated Commonwealth and State legislation; Australian Qualifications Framework.

Registration information

The Navitas Professional Institute is a group of colleges in the Navitas Professional and English Programs (PEP) Division of Navitas Limited the colleges being the Australian College of Applied Psychology (ACAP), Navitas College of Public Safety (NCPS), Health Skills Australia (HSA), and the Australian TESOL Training Centre (ATTC) with respect to ATTC's 39296QLD Graduate Certificate in TESOL and 39297QLD Graduate Diploma in TESOL courses. Navitas Professional Institute Pty Ltd (NPI Pty Ltd), ABN 94 057 495 299, National CRICOS Provider Code 01328A, TEQSA HE Provider Registration Code 12009, RTO 0500. Health Skills Australia Pty Ltd ABN 53 123 479 201, RTO 21646.

Schedule 1 Course Progression Policy and Procedure for Domestic Students

Stage	Higher Education	Vocational Education and Training	
	ACAP and NCPS	ACAP and ATTC	HSA
Stage 1: Academic caution	Fail 50% or more of enrolled units in a trimester based on a full-time load	Fail 50% or more of enrolled units in a trimester based on a full-time load	Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Students on Clinical Placement who are deemed 'not yet satisfactory' following an action plan intervention and/or Students who fail to be adequately prepared for the same clinical placement rotation a second time.
Stage 2: At risk	Students at stage 1 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same unit twice	Students at stage 1 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same module twice	Students at stage 1 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail any same unit of competency twice and/or Students on Clinical Placement who has been unsuccessful and is required to repeat the placement
Stage 3: Unsatisfactory course progression	Students at stage 2 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same unit three times and/or Are not able to complete their course within the maximum course duration as specified in the respective Course Guide and/or Being awarded the Fail No Submission grade for all units enrolled in one trimester of full-time study. This criteria applies from the first	Students at stage 2 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Fail the same module three times and/or Are not able to complete their course within the maximum course duration as specified in the respective Course Guide	Students at stage 2 who Fail 50% or more of enrolled units in a trimester based on a full-time load and/or Failed any same unit of competency twice and/or Unsuccessful twice on the same clinical placement rotation are required to seek approval from the Head of School for further placement allocation , and show just cause.

Stage	Higher Education	Vocational Education and Training	
	ACAP and NCPS	ACAP and ATTC	HSA
	trimester of study		