STUDENT PROGRESSION POLICY

Date Approved:	30 November 2022
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Policy Category:	Academic
Policy Owner:	National Training Manager

1. Context, Purpose & Key Principles

SEDA Group Pty Ltd ("SEDA") seeks to provide students with a supportive teaching and learning environment that is responsive to individual student needs. SEDA ensures that students are academically suited to undertake a program or course of study. At the same time, SEDA recognises that, for a wide variety of reasons, students may not achieve the academic results of which they are capable. This document outlines the support (academic and non-academic) available to all students.

The purpose of this policy is to outline the basic principles governing student progression through an enrolled course at SEDA.

2. Scope

- All SEDA Colleges
- Student Services/Student Support
- All Trainers and Assessors
- All VET and VETiS students

3. Policy Statement

Student Progression

For students to be successful in their course, they need to demonstrate the relevant level of knowledge and skills expected for the qualification in a Training Package, as described in the Australian Qualifications Framework. The student's progression through to graduation will then be dependent upon progressing via the correct sequence of areas of study (AoS) and successful completion of all relevant units of competency as listed within the course structure.

As most courses have defined underpinning knowledge, it is important that areas of study be taken in the correct sequence per year and that the student progresses through the areas of study nominated in the course structures per teaching period. As a rule, students are

expected to complete all areas of study in the current teaching period before proceeding to the next teaching period. Areas of study where a student has failed must be successfully completed prior to progressing into the next teaching period areas of study unless special consideration has been granted by the National Training Manager.

Students are expected to follow the updated course structure upon enrolment unless granted credit, Recognition of Prior Learning or Recognition of Current Competency.

4. Enrolment Conditions

4.1 To be eligible for an award, a student must successfully complete all specified requirements for the course within which they are enrolled.

4.2 Please note course structures MAY change during this time and students may need to transition into a revised course structure (see Definitions)

4.3 Transition of courses will not, in general, alter the maximum amount of time that the student must complete the course from the time of initial enrolment. However, in instances where a course has been discontinued, if a student wishes to complete their qualification, the maximum amount of time may be shortened, and the student will be provided with an individualised teach-out plan.

4.4 A student's inability to complete a course within the required time is an indicator that the student needs to review circumstances which may be mitigating against adequate performance.

4.5 Any student who has demonstrated poor academic performance at the end of the teaching period, with failure to progress in their areas of study will be deemed "at risk" and directed to specific outcome depending on the severity of the "at risk" status

4.6 A student has the right to appeal via the **Complaints and Appeals Policy.**

5. Monitoring Academic Progression

Student Progression is monitored throughout a student's enrolment at the College. A number of Risk Assessments are in place to monitor student performance, the first of these being initial engagement of the student through in-class attendance and/or login to MySEDA or evidence of participation via formative assessments. More information of the types of Risk Assessments are found in the **Students at Risk Policy.**

The following is a list of four progression stages SEDA uses for identifying students who are not meeting academic progression requirements.

Stage 1 Students at Risk

Includes the following monitoring:

1. Engagement and evidence of participation activities including formative assessments
2. Attendance monitoring
3. First Assessment Monitoring
4. Ongoing Assessment Monitoring

At Stage 1 Trainers and Student Support Coordinators/Advisors or equivalent support students who are not engaging, attending, or submitting or failing assessments via the following:

- Regularly advising and reminding students of progress requirements.
- Identifying students not meeting requirements
- Alerting students, they are not meeting requirements
- Providing assistance to address reasons for not meeting requirements such as referral to the Student Assistance Program (SAP) or assessment extension etc.
- Track the progress of students after they have been identified

Stage 2 Unsatisfactory Student Progression

Unsatisfactory student progression is defined as being considered Not Yet Competent for one or more area of study. If a student has been placed on a teach-out plan and fails to meet the progression requirements of that plan this is also considered poor performance.

Any student falling within the above categories will be identified as "at risk" of non-progression and non-completion, although here are other conditions which determine the "at risk" status. Please refer to the relevant **Student at Risk Policy.**

If a student demonstrates poor performance, the student may be excluded from study at the College for a maximum period of 12 months.

If at the end of the teaching period, a student has:

- not attended 80% of any area of study
- failed one or more of their areas of study, or
- failed the same area of study two (2) times.

the student will receive and Academic Caution notice.

Academic Caution

In addition to this the following measures are undertaken:

- Regular monitoring by a Student Support Coordinator/Advisor or equivalent documenting student progress and student support provided which is placed on the Student Record.
- One on one formal academic progress meeting organised with student and parent/guardian and the VET teacher if student underage to discuss progression.
- The student is placed on an **Individualised Learning Plan (ILP)**
- Ongoing MyPLAN sessions conducted each teaching period.

Students' progress is assessed at the end of each teaching period and poor academic performance will result in the student being deemed at risk of unsatisfactory progress and may receive a notice of academic caution (stage 2), probation (stage 3) or exclusion (stage 4).

Multiple Instances of Not Yet Competent

If a VET student is deemed 'Not Yet Competent' for a unit of study at the end of a teaching period, this means that they have been afforded at least three (3) attempts to receive a Satisfactory grade for one or more assessment items but have failed to do so. The student will be required to re-enrol in that unit of study in the next available teaching period to progress through the course.

If, on a student's second attempt at the unit of study, they receive a result of 'Not Yet Satisfactory' or 'Not Yet Competent' for any assessment item, they will be considered "at risk" of non-progression and non-completion and may be excluded from study at the College for a maximum period of 12 months. The student has the right of appeal this decision as per the Complaints and Appeals Policy.

Stage 3 Probational Enrolment

Students who have an academic status of "Academic Caution" will be assessed at the end of the following teaching period. If the "cautioned" student has:

- failed 50% or more of study load in the current enrolment period; or
- failed the same subject two (2) or more times; or

the student will be notified in writing that their academic status has changed from *"Academic Caution"* to *"Probational Enrolment*."

The notification of "Probationary Enrolment" will outline the probationary conditions. If offered, the student must accept probational enrolment for a period of up to a maximum of twelve (12) months which may include but are not restricted to:

- reduced study load during the period of probational enrolment
- required consultations with academic and Student Support Coordinators/ Advisers and if required, the National Training Manager for course guidance.

If the student does not acknowledge and respond to the intervention strategies and conditions set out in the probationary letter within the assigned timeframe, the student may be suspended from study at the College for up to 12 months.

SEDA may offer to place VET students on probational enrolment in place of exclusion. This will occur after each teaching period. If offered, the student must accept probational enrolment for a period of up to a maximum of 12 months; and/or enrol in a reduced study load during the period of probational enrolment; and consult with Student Support and if required the National Training Manager for assistance with course planning.

Stage 4 Exclusion

Failure and/or breach of the probational enrolment conditions set out in the *"Probationary Enrolment"* notification letter will result in the student being excluded from the College for up to twelve (12) months.

If the student wishes to re-enrol following suspension or exclusion, a letter outlining reasons for return with inclusion of any changes in student's circumstances that will ensure their academic success is to be forwarded to the National Training Manager. If their application is approved their academic status will be set as *"cautioned."*

A student placed on probational enrolment or excluded from the College has the right of appeal as per the **Complaints and Appeals Policy.**

6. Support Strategies for Enabling Student Progression

The Student Support/ Advisory Team

All members of the Student Support team (known as Student Support Coordinators, Student Advisers, or equivalent) can provide advice and direction to VET students in relation to their academic progress. If a student is showing signs of not coping, absenteeism, continually arriving late or leaving early then the trainer/assessor may refer them to Student Support who can provide advice and direction about accessing a professional counselling service, including the College's Student Assistance Program (SAP), or appropriate staff.

Referral for Tutoring Assistance

Some VET /VETiS students who have trouble with study and/or who identify as having a learning difficulty may require additional assistance to successfully complete their areas of study. In such circumstances the trainer/assessor will provide whatever assistance is reasonable and equitable.

Referral for Counselling Services

Some students who have trouble with study and/or who identify as having difficulty may require counselling support to successfully complete their areas of study. In such circumstances, the trainer/assessor will provide whatever assistance is reasonable and equitable.

If further support is required, the student is referred to Student Support.

The College has partnered with Access Programs to provide students with a voluntary and confidential counselling service, known as the Student Assistance Program (SAP). The Student Assistance Program can assist when personal, family, or related issues are impacting on students' wellbeing or quality of life. Through access to qualified counsellors, students can identify problems and find ways of resolving them. SEDA offers this program free to all SEDA students.

If personal counselling is required, the student can be referred to the SAP or relevant agency.

Language Literacy and Numeracy

VET students who self-identify or are identified as having language, literacy, or numeracy difficulties or who are identified by a staff member as having language, literacy or numeracy difficulties should refer to the **Language, Literacy and Numeracy Policy**. In some instances, these students may be identified as "at risk" and SEDA will provide appropriate assistance and advice in accordance with the **Language, Literacy and Numeracy Policy** and the **Student at Risk Policy.**

Right of Appeal

A student excluded from study under this policy has the right of appeal as per the **Complaints and Appeals Policy.**

Version Number	Date Approved	Effective Date	Owner	Summary of Change(s)
1.0	30/11/22	1/01/23	NTM	New Student Progression Policy, encompassing VET progression rules as per **Standards for RTO's 2015.**