PURPOSE
The purpose of this policy is to ensure that TAFE Queensland South West will systematically monitor overseas students’ course progress. TAFE Queensland South West will be proactive in notifying and counselling overseas students who are at risk of failing to meet the course progress requirements.

BACKGROUND
The National Code 2007 requires TAFE Queensland South West to have a documented policy statement describing how it is implementing the Standard 10 – Monitoring course progress requirement. This policy fulfils that requirement and describes how TAFE Queensland South West is managing risks associated with systematically monitoring students’ course progress, notifying and counselling students who are at risk of failing to meet course progress requirements and reporting students under Section 19 of the ESOS Act who have breached the course progress requirements.

SCOPE
This policy applies to monitoring the academic progress of overseas students and the faculty involved in assessing and assisting the overseas student achieve academic success.

DEFINITIONS
- **’at risk’** To be considered unlikely to pass the enrolled course.
- **Appeal** Formal written request by an overseas student to have a matter heard and/or reconsidered after receiving an unfavourable decision.
- **Assess** Considering an overseas student’s achievement, progress or competency.
- **Competency** A competency comprises the specification of knowledge and skill, and the application of that knowledge and skill at an industry level to the standard of performance required in employment.
- **Compulsory Study Period** A semester in which students are required to enrol as part of a normal course load.
- **Course Progression** The measure of advancement within a course towards the completion of that course irrespective of whether course completion is identified through academic merit or skill based competencies.
- **DIBP** Department of Immigration and Border Protection
- **Internal Appeal** Formal written request by an overseas student to have a matter heard and/or reconsidered by staff and/or content experts within TAFE Queensland South West.
- **International Student** Non-student visa holders. These students may hold a tourist or business visa and are not subject to this policy or procedure.
- **Intervention Strategy** An individual plan to provide academic support and/or assistance to an overseas student identified as being ‘at risk’ of not achieving satisfactory academic progression and/or attendance.
- **Letter of Offer** A letter supplied by TAFE Queensland South West offering an overseas student a place in the desired course.
- **Monitoring** The active checking of academic progress.
- **Non-Compulsory Study Period** Any period outside the scheduled course contact hours (e.g. holidays).
- **Overseas Student** A person (whether within or outside of Australia) who holds a student visa issued under the Migration Act 1958 (Commonwealth).
- **PEO** Principal Executive Officer who must give approval prior to any student being reported to DIBP via PRISMS.
PRISMS
Provider Registration and International Student Management System – used to process information given to the Secretary of Department of Industry by registered providers.

Recording
Documented record of the student’s achievement within each unit.

Study Period
Scheduled course contact hours within a semester.

Support Person
A support person may include:
• a friend;
• teacher;
• relative;
• International Unit staff member; or
• Senior International Officer.

Unit
A discrete component of study within a course; the term includes ‘subject’ and ‘module’.

Unsatisfactory Academic Progression
An overseas student has been identified ‘at risk’ of not successfully completing their course within the expected duration of study if they are not competent in 100% of the course units within a study period.

POLICY
Overseas students are made aware of this policy in their Letter of Offer and during orientation. Overseas students sign a checklist at the completion of orientation to confirm they understand various policies and their rights and responsibilities as it relates to their time at TAFE Queensland South West.

All staff supporting overseas students participate in an information session which includes the contents of this policy.

Course Progress & Intervention Strategy
To enable intervention to be initiated TAFE Queensland South West will monitor, record, and assess the progress of all overseas students for each unit of the course the overseas student is currently enrolled. Progress is to be assessed throughout the study period/term via the required assessment tasks. If at any time during the term the teacher identifies the overseas student as being ‘at risk’, or are not competent in 100% of the units in a semester he or she must immediately notify their Associate Director and Senior International Officer to request an Intervention Strategy. Progress will be formally assessed at the end of each term by a teacher completing the Overseas Student Course Progress Term Report (FR010) to identify the overseas student’s progress or lack thereof. Throughout the term and at the end of the semester, the teacher will also assess whether the overseas student is on track to complete their studies within the expected duration as specified on the overseas student’s Confirmation of Enrolment.

If an overseas student’s progress is deemed unsatisfactory throughout the course or at the end of the semester an Intervention Strategy must be initiated.

The Intervention Strategy may include:
• attending academic skills programmes;
• attending tutorial or study groups;
• receiving individual case management;
• counselling or support meetings with Senior International Officer;
• receiving assistance with personal issues which are influencing progress;
• receiving mentoring;
• being placed in a suitable alternative subject within a course or a suitable alternative course;
• advising of opportunities for the overseas student to be reassessed for task in units or subjects they had previously failed or demonstrate the necessary competency in areas in which they had not been able to previously; or
• a combination of the above and a reduction in course load:
  o if course load is reduced the overseas student may need to ‘catch up’ by studying subjects in a non-compulsory study period OR by overloading in some compulsory study periods to compensate for those periods in which the course load was reduced in order to complete the course within the duration of study; and

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o if the student is unable to catch up after a reduction in course load TAFE Queensland South West may extend the duration of study.

The Intervention Strategy must be explained and the overseas student must indicate whether they agree or disagree to abide by the terms. The Associate Director, Teacher, and Senior International Officer will consider compassionate or compelling circumstances when creating the Intervention Strategy.

When the Overseas Student Intervention Strategy (FR012) is signed by all participants; the overseas student is to be made aware that unsatisfactory progress in two (2) consecutive semesters for a course may lead to the overseas student being reported to DIBP for unsatisfactory academic progress which may lead to cancellation of his or her visa, depending on the outcome of any appeals. A record of all intervention measures implemented and all relevant documentation will be kept in the overseas student’s file.

If the overseas student is identified as making unsatisfactory progress before the end of the term, the Intervention Strategy will be implemented as early as practicable. If the overseas student is deemed as making unsatisfactory progress at the end of the term the Intervention Strategy is required to be commenced within the first two (2) weeks of the following term.

Faculty staff will continue to monitor the academic progression of the overseas student following an Intervention Strategy.

Second Consecutive Unsatisfactory Course Progress

If an overseas student is identified as not making satisfactory course progress in a second consecutive semester, the overseas student must be notified of the intention to report the overseas student to DIBP for unsatisfactory progress via a Letter of Intention to Report Course Progress.

Note: The reporting process will only be initiated for an overseas student not making satisfactory course progress after an Intervention Strategy has been implemented and the overseas student has been allowed time for the intervention to run its course.

If an overseas student is identified for a second, but not consecutive, semester as not making satisfactory course progress, the overseas student will not be reported.

The Letter of Intention to Report Course Progress must advise the overseas student that he or she has 20 business days to access the internal / external appeals process.

Immediately following the 20 business days where the overseas student has not submitted a request to appeal or after the appeals process is completed and the original decision stands, the International Unit will report the student to DIBP via PRISMS with the approval of the PEO.

The International Unit will report the student within five (5) business days of finalising the decision to report and with the approval of the PEO.

Appeals

An overseas student may appeal TAFE Queensland South West’s decision to report to DIBP. Refer to the Overseas Students Complaints and Appeals Policy and Procedure (PL006 and PR006).

COMPLIANCE REFERENCES

- National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (the National Code 2007)
- Overseas Student Complaints and Appeals Policy (PL006)
- Overseas Student Expected Duration of Study Policy (PL007)

POLICY APPROVAL

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<tr>
<th>Owned By:</th>
<th>Caroline Lewis</th>
<th>Date: 16/10/2013</th>
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<tbody>
<tr>
<td>Position:</td>
<td>Senior International Business Officer</td>
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<tr>
<td>Authorised by:</td>
<td>Trevor Schwenke</td>
<td>Date: 18/10/2013</td>
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<tr>
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