

Monitoring International Student Academic Progress Policy & Procedure

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1. Policy

The following procedures will ensure that all students' academic performance is monitored and students are given every opportunity to achieve the required academic progress for each course they are enrolled in. This required academic progress is identified by the number of units assessed as 'Competent' within a "Study Period" of 10 weeks – that is, a student must be deemed 'Competent' in at least 50% of the total number of units assessed throughout a "Study Period".

For all courses, a "Study Period" is defined as 10 weeks of classroom delivery.

A student who does not achieve competence in 50% or more of the units studied for two consecutive "Study Periods" shall be considered in breach of this academic progress requirement. The following procedures outline a process to ensure that students are made aware and given opportunities to rectify the situation at the following stages of academic non-progression:

The following procedures ensure academic progress records are accurately kept and monitored for all students enrolled within each course. It allows for early detection of poor academic results and enables Sacred Heart International College and the students an opportunity to rectify the situation before reporting the breach of the academic performance requirement to the appropriate government agencies.

All staff are to be made aware of the requirements of this policy through induction, regular meetings and updates and continuous improvement practices. Students are made aware of the academic progress requirements through enrolment processes and throughout the program.

2. Procedure

2.1 Recording Student Academic performance

The student's academic results shall be recorded using the Student Records Management System. All students shall be deemed 'Competent (C)' or 'Not Yet Competent (NYC)' after completion of all assessment activities relating to each unit within the qualification they are enrolled. All assessment activities shall be conducted by a qualified trainer / assessor using Sacred Heart International College's assessment tools/methods and recording processes as required.

It is the responsibility of each individual trainer / assessor to ensure that all assessment decisions are reported to Student Administration through the submission of all assessment records as each assessment is undertaken. As each assessment decision is recorded, the student file is to be submitted to Student Administration for data entry. All academic results are entered into the Students Records Management System by Student Administration.

It is the Student Administration's responsibility to ensure the Students Records Management System remains up to date and is monitored as described below.

These records are checked regularly by Student Administration Team for currency and accuracy.

2.2 Monitoring Student Academic Performance

Student Administration Team will monitor student academic performance and report any student whose academic progress is at risk of falling below the required level to the Compliance Manager.

- ***When a student is assessed as "Not Competent" in more than 50% of the units studied in a "Study Period"***
 - When a student's academic progress falls below 50% for a single "Study Period" the Compliance Manager shall issue a Warning Letter'. This will indicate that the student must contact Sacred Heart International College and organise an appointment with Head of studies to discuss their poor academic progress.
 - At this meeting the student is to be informed of their progress requirements and an individualised intervention plan for support is to be set in place for the student. Refer to the *Intervention & Extending Course Duration Policy & Procedure*.

- ***When a student is assessed as "Not Competent" in more than 50% of the units studied in 2 consecutive "Study Periods"***
 - The Head of studies shall issue a letter indicating that they have been assessed as Not Competent in more than 50% of units undertaken for two consecutive "Study Periods". The student is to be informed that as a result of their unsatisfactory course progress they will be reported to the Department of Home Affairs for unsatisfactory academic progress in their course of study. The student must also be informed of their ability to access the complaints and appeals process to appeal this decision and have 20 business days to do so.
 - The student will then be added to the register that will be maintained to clearly identify when the student has been notified of their breach and when the appeal period expires and the report of the breach is proceed.
 - If the student does not lodge any appeal within 20 business days, the report shall be submitted via PRISMS as indicated below.

All letters, records, and notes on any communications surrounding the student's academic performance shall be maintained on the student file.

2.3 Reporting Breach of Student Academic Progress

This process of reporting any breaches of the Academic Progress requirements is the responsibility of the CEO who is informed via head of studies (The Head of studies monitors and actions the academic progress records.)

Students will have 20 business days from the date the 'Breach Recorded' letter is processed to appeal the decision by accessing the Complaints and Appeals Policy and Procedure. If they do not choose to use this option then they shall be reported as indicated. It is the responsibility of the CEO to report the student's breach within 5 business days of the student's appeal period expiring.

Where a student accesses the appeals process and is able to provide evidence that the academic progress records are incorrect, the records will also be adjusted accordingly and action taken to prevent such errors recurring. The student's projected academic progress will be adjusted and re-calculated so that it can be determined whether any further warning letters or action needs to be implemented in line with this policy and procedure. The student shall be notified in writing of the outcome of the appeal and their revised academic progress, along with any warning letters corresponding to their academic progress rate.

Where a student's appeal is not successful, they will be notified in writing of the outcome and informed that the breach of academic progress requirements will be reported.

A copy of all letters, details of phone calls made, any reports from meetings with the student in relation to the appeal are to be maintained in the individual student file.