



Policies and Procedures

STUDENT COURSE PROGRESS AND ATTENDANCE POLICY INTERNATIONAL STUDENT

Bedford College has adopted the DEEWR- DIAC Course Progress Policy for VET overseas students. Bedford College has also adopted internal policy to monitor the attendance of each student.

RESPONSIBILITY

Principal/CEO

IMPLEMENTAION

Course Co-ordinator , Student Services Officer, Teaching staff

ATTENDANCE

The attendance of each student enrolled with Bedford College will be monitored closely to ensure there is full-time study activity. Attendance is necessary for good course progress.

The DEEWR-DIAC Course Progress Policy does not require the College to report unsatisfactory attendance under the conditions of the overseas student visa. However, as part of our academic support and monitoring, our internal policy is that all students must attend classes and we record attendance at every class.

It is our belief that 90% is an appropriate attendance level in order to achieve appropriate academic results, however for the purpose of this policy students are required to maintain at least 80% attendance (including medical related absences) at all times.

Non-attendance and no response to College notification and request to attend counselling meetings with the Course Co-ordinator will lead to the decision to notify the student that his/her enrolment will be cancelled and reported to DEEWR. This is supported by interventions, counselling support and warning letters. See the following procedures.

Leave

The Principal in conjunction with the Course co-ordinator may consider granting the student special leave on compassionate reasons for approval.

Illness

In cases of illness, students must provide certified documents (i.e. Medical Certificate) from a registered Medical Practitioner. The documents must state the reason for their absence and the dates they were deemed unfit for class. The documents must also clearly state the Medical Practitioner's contact details.

Students must make a copy of these documents and write their student number on the copy before submitting it to their teacher for filing. The original documentation must be kept by the students for the information of DEEWR in the event of an audit or appeal.

ACADEMIC COURSE PROGRESS

Students are required to successfully complete various tests, examinations, projects and practical demonstrations. The assessment tasks and dates are set out in the Unit Outlines that are distributed by teachers and on the Bedford Online classroom at the commencement of each unit.

Academic course progress will be recorded by the teacher and submitted to the Course Co-ordinator. Students will receive feedback on results for every assessment.

If academic performance is not satisfactory students will be counselled through a series of support and intervention strategies as set out in Course Progress procedures. We will support students where possible to achieve their best academic standard.

SUPERVISED STUDY PERIOD

THE SUPERVISED STUDY PERIOD IS FOR ONE HOUR PER DAY FROM 3.00PM – 4.00PM.

Course progress is reviewed ACROSS units and at the end of term (10 WEEKS)

The assessment records are entered at 20 week intervals.

Students must maintain a minimum 60% satisfactory performance in a unit to pass.

Academic progress will be marked within each unit. Marks are recorded and weighted for:

- Completion of written assessment activities
- lectures and tutorials where assessment will occur such as oral assessments and practical tutorial assessments.
- Completion of examinations
- Completion of practical projects

Teachers will complete the end of unit results report for every student. This is entered into the student database that gives a grade average for each unit.

Unit results at end of each Unit and Term

Student results will be notified in class where possible, on the notice board, by email or by letter to the student. Results will be made available 2 weeks after the final unit examination (if not before).

Satisfactory course progress across units is calculated across the study period for the purposes of reporting in PRISMS.

Warning Letters

A warning letter will be sent advising the student of below satisfactory progress across the term and the need to meet with the Course Co-ordinator.

The letters explain that the student is able to access the complaints and appeals process and has 20 working days in which to do so. We are also taking under consideration of postal time i.e. 3 days and public holidays.

The College is aware that sometimes students fall behind because it is difficult to study in a new country and study in English as a second language. Counselling and extra support will be offered to students who demonstrate their commitment to studies.

PROCEDURES AND ROLES

REVIEW OF ATTENDANCE RECORDS, SATISFACTORY UNIT RESULTS AND DECISION TO OFFER SUPPORT THEN INTERVENTION

1. Monitoring during a unit :	The teacher will alert the Course Co-ordinator to student assessment / progress and related attendance issues where average marks fall below 60%.
2. After the assessments or at the end of the unit:	<p>The Course Co-ordinator will consult with the teacher on the end of unit results. The Course Co-ordinator will check on attendance records.</p> <p>The Co-ordinator will review and issue the final exam results.</p> <p>The Course Co-ordinator will make notes in the database to flag support needs and monitoring of students in the following units for that term.</p>
3. Action taken if a student has 'failed' a unit and maintained attendance	If the student has 'failed' the unit by not gaining the required 60% pass mark in assessments and has maintained good attendance, there is a re-assessment option or an intervention and support option to support the student.
4. Re-assessment option for students who maintain good attendance	<p>Students who have average 50% to 59% in assessments and maintained good attendance will be offered the chance to :</p> <ul style="list-style-type: none">• Re-sit the exam AND/ OR• Re-submit the practical project• The students work will be remarked <p>This offer will be sent in an email to the student or by telephone contact.</p> <p>This is offered within 2 weeks at the end of each term and is organised on a case-by-case basis by the Course Co-ordinator</p>
5. Action taken if a student has 'failed' a unit and has below 80% attendance	<p>If the student has 'failed' the unit by not gaining the required 60% pass mark in assessments and has below 80% attendance, the student is deemed failed in that unit. The student is sent results and a warning letter that he/she may be falling below satisfactory course progress and the attendance requirements.</p> <p>The student is counselled by the Course Co-ordinator on course progress requirements and offered support in the following units in that term if needed as long as good attendance is maintained.</p>

6. Intervention and support option for all students across the term (20 weeks study period)

The Teacher and Course Co-ordinator will decide the most appropriate intervention where a student has failed 60% of the units in a term. Support and intervention strategy will be recorded in detail in the Academic Course Progress Report.

There may be consultation with management for a student who has serious attendance problems (below 80%) across the whole term and has not gained satisfactory performance across the 6 month study period.

In the first instance they will be sent a second 'urgent' warning letter. Students must improve their academic performance and attend an interview with the Course Co-ordinator.

They will be counselled and offered :

- the opportunity to repeat the unit in the next term
- additional tutorial support in access times with the teacher in the following term
- student counselling advice if there are personal matters such as work, accommodation or lifestyle issues affecting study
- a review of course selection and possible transfer if appropriate.

7. Intervention in the case of failure in 60% or more units in the first term and below 80% attendance – Disciplinary action

The Course Co-ordinator and Principal will review individual cases where a student does not attend class and does not pass 60% of units in the term. They will be sent an 'urgent' attendance letter and required to attend a personal interview and warned of the issues for the second consecutive study period if there is continuing non-attendance and below 60% satisfactory course progress.

Where the student does not respond to the request to attend the College interview, they will be reported to DEEWR under disciplinary procedures after allowing 20 days from the date of the letter or contact for the appeal process. The Principal will make this decision and supervise or enter the report. The student will be sent notification and a copy of the report from PRISMS.

8. Intervention in the second consecutive study period.

The intervention strategy will be activated within the first four weeks of the following term.

Where a student improves attendance (minimum 80%) and maintains satisfactory course progress in the following term, they will be supported and the intervention will no longer be required.

Where the student continues to fall below minimum requirements in the second term, there will be continuing contact and intervention.

Intervention will include:

- The teacher will report on the student for every unit in the second term Academic Course Progress Report.
- The Student Services Officer will report on attendance for every fortnight in the second term. This report will go to the Course Co-ordinator.
- Satisfactory progress 'urgent' warning letters will be sent at the end of each failed unit. Intervention may include:
 - The student will be required to attend support meetings with the Course Co-ordinator
 - Additional tutorial support in access times with the teacher
 - Student counselling advice if there are personal matters such as work, accommodation or lifestyle issues affecting study.

9. Reporting to DEEWR on PRISMS

Where the student falls below the 60% satisfactory course progress in the second consecutive term they will be sent a notice of intention to report for breach of visa conditions.

They must respond to this letter. They may access the complaints and appeals process

Where the student does not maintain minimum 80% attendance or explain the personal and exceptional circumstances to the Course Co-ordinator they will be notified by letter of disciplinary procedures for non-attendance and unsatisfactory course progress and that the College will report to DEEWR through PRISMS and cancel the student enrolment.

No response to this notice of intention to report to DEEWR warning letters will lead to reporting within guidelines. Bedford College prints the section 20 notices that PRISMS generates and give this to the student and copy would be kept in student file.