



ACCESS
Recognised Training

TA002 Student Progression

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RTO# 88203

Policy Title:	TA002 Student Progression
Version Number:	3.0
Approved By:	Mark Field
Position:	Managing Director
Effective Date:	2nd December 2019
Change History:	<p>V1. New policy designed to support best practice business operations and align to the <i>Standards for Registered Training Organisations (RTOs) 2015</i></p> <p>V2. Minor change to reference new ACT Government funding program (TIFA) and wording change on unsatisfactory warning in no unit completion in 3-month period.</p> <p>V3. Change to limit timeframe for holding enrolment if employment ceases</p>
Associated Documents:	<p>Standards for Registered Training Organisations (RTOs) 2015, Standard 5, Clause 5.2.e.ii</p> <p>ACT Standards Compliance Requirements issued by Skills Canberra (SKILLS)</p> <p>Skills Canberra Training Initiative Funding Agreement</p> <p>ACT Standards Compliance Guide</p>

POLICY STATEMENT

Access Recognised Training (ART) believes that a defined process for monitoring course progression requirements for enrolled students will enhance completion rates for students. This is important in ensuring we provide the best quality of service for our clients (both employers and students).

The way in which ART intervenes to provide support for students not making satisfactory course progression is important and consistency across the organisation must be maintained. The policy outlines consequences for the student of not making satisfactory course progression. The Student Progression Policy enables team members directly involved in, and indirectly supporting activities within the student life cycle, to:

- provide measured and appropriate support to students
- assist them to reach their qualification completion goals
- ensure both compliance with regulatory expectations surrounding student information provision, and progression
- facilitate, at all times, good business practices and viable use of resources.

Given the ART training and assessment strategy is based on workplace-based approaches to delivery and assessment, where a student ceases employment a period of one-month is given before the enrolment is reviewed. Continuation of enrolment after that point requires confirmation of new employment or approval from the Managing Director to employ simulation-based assessment activities.

This policy applies to all VET courses offered by ART whether they be funded or non-funded.

PROCESS

Identification

Students will be identified as making unsatisfactory course progress if;

- they have not completed a unit of competency within three months; or
- the dates agreed in the executed Student Assessment Schedule have continually not been met (as noted in the Training Plan); or
- they have failed to respond to Assessor contact requests; or
- Being deemed Not Yet Competent in more than 50% of the units in which they are enrolled; or
- they fail to achieve competency in the same unit of competency on two occasions.

The Student Progression Report will identify students making unsatisfactory course progression. The report will be generated monthly by the Administration Officer.

Support Options

If a student is not making satisfactory course progression, they may be offered extra support through the implementation of an intervention strategy. The extra support is outlined in the Training and Assessment Strategy (Education and Support Services) for each qualification offered. Support will be provided for their period of study where the student's progress will be monitored. The staff providing support may recommend an extension or suspension if deemed appropriate by the Managing Director.

Notification Procedure

Stage 1:

Students who are identified as making unsatisfactory course progression due to the reasons outlined above, will be notified in writing by generating and sending the "Unsatisfactory Progress Warning - First Notice" via email and/or text message. If the student is undertaking their course through a traineeship or apprenticeship pathway their employer will be carbon copied into the correspondence. The student may be offered extra support as per the ART Education and Support Services procedure.

Stage 2:

Students will be given 28 days to respond to the "Unsatisfactory Progress Warning Initial Notice". A response will be defined as completion of a unit of competency or completion of an assessment activity related to their course or direct contact with their assessor explaining the reasons why no response/progress has occurred. Students who are unable to engage in a learning activity due to personal/health or professional matters should consider suspending their training contract until their circumstances change (traineeship/apprenticeship only). Please refer to the Suspension Request procedure.

Stage 3:

If students have not completed any units of competency within five months a successful outcome is now unlikely. Students will receive an "Intention to Cancel Training Notice". The notification will be sent to the student and other appropriate parties as required by regulation e.g employer/SKILLS. Students will be given 28 days to satisfactorily rectify their progression.

Stage 4:

Cancellation of training. If no rectification has occurred, ART will advise the student and other appropriate parties (as required by regulation e.g employer and/or SKILLS) of the cancellation of training. ART will withdraw as the RTO and cancel the students enrolment. ART will follow their Student Cancellation Procedure to close and finalise the student record.

Appeals

The initiation of this process will not prohibit the student from exercising their right of appeal in accordance with our Appeals Policy.

Publication

This Student Progression Policy will be made available to students and those seeking to enrol with ART through publication on the website (<http://www.accessrt.edu.au/>) and summarised in the Student Handbook and Standard Operating Procedures Manual.