



Course Progress and Attendance Policy & Procedures

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Version Control

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Summary of Changes

Date	Change
30/05/2025	Full Version 1.0 Course progress and attendance Policies and Procedures
30/06/2025	Version 1.1 updates: Contextualized as per Rockford practice and Course Progress and Attendance Policy and Associated Procedures_ Updated

COURSE PROGRESS AND ATTENDANCE POLICY AND ASSOCIATED PROCEDURES

PURPOSE OF THE POLICY

This policy and associated procedures outline Rockford College's approach to ensuring international students enrolled in both VET and ELICOS courses maintain satisfactory course progress and attendance throughout their studies to ensure they can complete their course within the required duration as specified in their confirmation of enrolment (CoE). This policy and associated procedures also outline the procedures for managing unsatisfactory progress.

This policy and associated procedures meet the requirements of Standard 2.3 the Outcome Standards for RTOs, as well as Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

POLICY STATEMENTS

OVERVIEW

Rockford College monitors international students' course progress and attendance to ensure they are able to complete their course within the required duration.

The duration of the course as specified on the student's CoE will never exceed that registered on the CRICOS register.

Rockford College advises students before they commence their course of the requirements to achieve satisfactory course progress and attendance, including that students who do not meet course progress requirements are at risk of having their visas cancelled. This advice is included in the International Student Handbook, Course Brochure and within the Orientation.

All records of course progress and monitoring will be kept.

MONITORING COURSE PROGRESS AND ATTENDANCE

A number of strategies will be used to determine whether a student is at risk of or is making unsatisfactory progress and attendance.

Course progress and attendance is monitored weekly during each study period as follows:

- By reviewing satisfactory completion of assessments (see individual VET assessments and ELICOS curriculum for further details regarding assessment requirements).
- By reviewing the student's attendance record to ensure that they attend a minimum of 80% of their scheduled classes and have not been absent for more than 5 consecutive days without approval for a leave of absence.
- By assessing the student's participation in class.

Course progress monitoring will determine the need for a student to participate in an intervention strategy. Rockford College commits to an early intervention approach.

A student enrolled in a VET course will be deemed at risk and be required to participate in an intervention strategy if they:

- have an overall result of Not Yet Competent for a unit (VET students)
- do not attend classes on a regular basis
- do not participate in learning activities within the classroom

A student enrolled in an ELICOS will be deemed at risk and be required to participate in an intervention strategy if they:

- do not participate in a formative or summative assessment test
- have not achieved a passing rate on a summative assessment task at the mid-point of the study period
- are not maintaining satisfactory attendance of at least 80%.

All course progress and attendance monitoring is achieved by reviewing data on the student management system.

INTERVENTION STRATEGY

Students who are identified at risk of not meeting course progress and attendance requirements are required to participate in an intervention strategy.

The intervention strategy will be developed to meet the student's needs and documented in an Intervention Form.

Students who are identified as being at risk will be informed in writing that they are at risk. This will be in the form of formal warning letters and an intention of notice to report as follows:

- **Warning letters:**
 - Warning letters to **vet students** to be sent when;
 - Students do not attend classes on a regular basis and/or reported by their trainer as '**at risk student**'.
 - Students are unable to achieve competency in any enrolled units during a term
 - Students are absent for more than 5 consecutive days without approval for a leave of absence or/ and they are at risk of not attending at least 80% of the course contact hour.
 - Warning letters to **ELICOS** to be sent when;
 - Students do not participate in a formative or summative assessment test
 - Students have not achieved a passing rate on a summative assessment task at the mid-point of the study period

- Students are absent for more than 5 consecutive days without approval for a leave of absence and/or they are at risk of not attending at least 80% of the course contact hour.

Notice of intention to report:

- Notice of Intention to report to be send to **vet students** in either of the following cases;
 - Students have failed 50% or more of the units in two consecutive terms and there is no active intervention strategy going on.
 - Students have failed 50% or more of the units in two consecutive terms despite of an intervention strategy.
- Notice of Intention to report to be send to **ELICOS** in either of the following cases;
 - Students failing one or more assessment tasks of a Module following resubmission and/or failing additional assessment tasks of a Module and/or
 - Students are not meeting minimum of 80% attendance requirement despite an intervention strategy.

EXCEPTIONS

An exception may be made where a student is attending at least 70% of the course contact hours and is maintaining satisfactory progress.

EXTENSION TO AN EXPECTED COURSE DURATION

Extensions to the course duration specified on the CoE will be allowed if:

- compassionate or compelling circumstances apply and demonstrable evidence of such is provided
- where an intervention strategy is in place (or is about to be implemented) for the student because they are at risk of not meeting course progress or attendance requirements.

Students are advised to contact the DHA to seek advice on their student visa as an extension may result in cancellation.

REPORTING

Where a student has demonstrated unsatisfactory course progress and/or attendance in a study period despite interventions implemented, Rockford College will:

- notify the student in writing of the intention to report the student for unsatisfactory course progress and/or attendance
- inform the student of the reasons for the intention to report
- advise the student of their right to dispute the decision by accessing Rockford College's Complaints and Appeals Policy Procedure within 20 days of receiving the notice of intention to report.

Rockford College will only report unsatisfactory course progress or unsatisfactory course attendance in PRISMS if:

- the internal and external complaints processes have been completed and the decision or recommendation supports the registered provider; or
- the overseas student has chosen not to access the internal complaints and appeals process within the 20-working day period; or
- the student has chosen not to access the external complaints and appeals process: or
- the overseas student withdraws from the internal or external appeals processes by notifying the registered provider in writing.

All records will be kept on the student's file including warning letters and the notice of intention to report.

PROCEDURES

1. ASSESS COURSE PROGRESS AND ATTENDANCE

- 1.1 Check and record student attendance weekly using an Attendance Sheet, the results of which are entered into the Student Management System. Projected attendance rate is calculated each week.
- 1.2 Contact student via SMS and email if the student has been absent for more than 5 consecutive days without approval or they will not be able to achieve 80% attendance. This should be repeated until the student responds. Inform the student that their immediate attendance is required, and they will receive a Warning Letter as specified below.
- 1.3 Assess student's participation data from student management system and learning Management system on a weekly basis to determine if students are at risk of not meeting course progress requirements as per the definitions in the policy (**Vet Students Only**).
- 1.4 Review data from student management system every term to determine whether anyone has failed 50% or more of the units in two consecutive terms and are at risk of not meeting course progress requirements as per the definitions in the policy (**Vet Students Only**).

In case of **ELICOS students** review data from student management system every term to determine whether

- Students have failed one or more assessment tasks of a Module following resubmission and/or failed additional assessment tasks of a Module and/or

Students are not meeting minimum of 80% attendance requirement despite an intervention strategy

2. PROVIDE WARNINGS LETTERS

- 2.1 Send attendance warning letters on a weekly basis to all students who are absent for more than 5 consecutive days without approval for a leave of absence or/ and they are at risk of not attending at least 80% of the course contact hour.
- 2.2 Send warning letters to students who are reported by their trainer as **'at risk student'** during mid-term course progress monitoring.
- 2.3 Send warning letters to all **VET** students who are unable to achieve competency in any enrolled units during a term
- 2.4 Send warning letters to all **ELICOS** students who
 - Do not participate in a formative or summative assessment test
 - have not achieved a passing rate on a summative assessment task during the term

3. COMMENCE INTERVENTION STRATEGY

- 3.1 Where the student is still not meeting course progress/attendance requirements, send the student a warning letter of Unsatisfactory Course Progress/Attendance, which includes a further invitation to attend a meeting to discuss the issue. Include the letter on the student's file.
- 3.2 Use the Intervention Form to guide the meeting with the student.
- 3.3 Advise the student that despite the interventions agreed to, they have still not been making progress. Identify their reasons for such and document in the progress report section of the Intervention Form.
- 3.4 Document any agreed adjusted interventions on the Intervention Form and implement immediately.
- 3.5 Monitor progress though regular communication and document progress on form.
- 3.6 Sign off on form when the intervention is complete and the student is meeting course progress/attendance requirements.

4. ADVISE OF NOTICE OF INTENTION TO REPORT

- 4.1 Where the student is still not meeting course progress/attendance requirements, send the student a Notice of Intention to Report for Unsatisfactory Course Progress/Attendance.
- 4.2 If the student does not appeal against the decision to report them or if their appeal is unsuccessful, report the student via PRISMS for breach of course progress requirements.

- 4.3 Complete all actions associated with cancellation such as removal of student's email account, access to Rockford College's property and so on.

RESPONSIBILITIES

The Academic Manager is responsible for:

- reviewing data to check course progress and attendance
- conducting meetings with students and developing and monitoring intervention strategies
- reviewing student appeals in relation to course progress
- reporting students through PRISMS.

The Administration and Student Support Officer is responsible for:

- issuing warning letters and notices of intention to report.

Trainers and assessors are responsible for:

- notifying the Academic Manager of students they consider to be having difficulties with course progress and/or attendance