

International Student Course Progress Policy

CRICOS Number: 03246J ABN: 96 105 961 135

This policy is a requirement under the National Code 2007 Standards 9, 10 and 11, and Groves Christian College, as a registered CRICOS provider must:

1. Monitor the enrolment load of students to ensure they complete the course within the duration specified in their Confirmation of Enrolment (CoE) and do not exceed the allowable portion of online or distance learning.
2. Monitor students' course progress and ensure we are proactive in notifying and counselling students who are at risk of failing to meet course requirements.
3. Monitor students' compliance with student visa conditions relating to attendance and are proactive in notifying and counselling students who are at risk of failing to meet attendance requirements.

This document identifies the levels of attainment for students studying at Groves Christian College on a student visa, subclass 500. It also seeks to identify and document how the College monitors, records and assesses the course progress as required by Student Visa Condition 8202, subclass 500. (Refer ESOS Act, Section 19).

1. SATISFACTORY COMPLETION REQUIREMENTS

To satisfactorily complete a course a student must:

- Complete ALL assigned work, including each assessment task, to the best of their ability;
- Ensure that any appeals about marks, grades or comments for a particular piece of work are resolved at the time the work is handed back by the teacher;
- Demonstrate they have met the course requirements through effort and achievement.

Satisfactory Achievement levels for students enrolled in Groves Christian College CRICOS courses are as follows:

Table 1

CRICOS Course Code	Course Name	Level of Achievement required
086216F	Primary School Grades P to 6	Overall satisfactory achievement in Literacy, Numeracy, Science and SOSE. A minimum competency of a C grade in every subject studied. This will be monitored at the end of each study period (one semester) of enrolment.
0826217E	Junior Secondary School Grades 7-10	Overall satisfactory achievement in Literacy, Numeracy and Elective subjects. A minimum competency of a C grade in every subject studied. This will be monitored at the end of each study period (one semester) of enrolment.
0726788	Senior Secondary School Grades 11-12	Overall satisfactory achievement in Literacy, Numeracy and Elective subjects. A minimum competency of a C grade in every subject studied. This will be monitored at the end of each study period (one semester) of enrolment.

2. MONITORING ACADEMIC PROGRESS OF INTERNATIONAL STUDENTS

In accordance with Standard 10, National Code 2007, Groves Christian College undertakes to monitor a students' academic progress and intervene as follows:

Table 2

CRICOS Course Code	Course Name	Monitoring & Intervention
086216F	Primary School Grades P to 6	If a student has not achieved the minimum competency and is at risk of failing to meet the satisfactory course requirements, the Head of School - Secondary or Primary, will interview the student to develop an intervention strategy for academic improvement.
0826217E	Junior Secondary School Grades 7-10	If a student has not achieved the minimum competency and is at risk of failing to meet the satisfactory course requirements, the Head of School - Secondary or Primary, will interview the student to develop an intervention strategy for academic improvement.
0726788	Senior Secondary School Grades 11-12	If a student has not achieved the minimum competency and is at risk of failing to meet the satisfactory course requirements, the Head of School - Secondary or Primary, will interview the student to develop an intervention strategy for academic improvement.

3. INTERVENTION STRATEGIES THAT MAY BE IMPLEMENTED

The following intervention strategies are available to assist any student at risk of not meeting satisfactory course progress requirements. Some or all of these intervention strategies will be activated after the student has had a formal interview with the Head of School - Secondary or Primary.

- After hours tutorial support
- Subject tutorial support in class time
- Mentoring
- Additional ESL support
- Change of subject selection or reduction of course load (without affecting course duration)
- Counselling in time management
- Counselling in academic skills
- Counselling with personal issues
- Any other intervention strategies as deemed necessary

A copy of the students' intervention strategy and progress reports will be forwarded to the students' parents and an electronic copy will be kept in the students' file. The students' individual strategy for academic improvement will be monitored during the following study period by the Head of School - Secondary or Primary and the International Student Coordinator, and records of the student response will be kept in the students' electronic file.

4. IF INTERVENTION STRATEGIES ARE NOT SUCCESSFUL

If any of the implemented intervention strategies are not successful in assisting the student to achieve the desired level of competency by the end of the study period then Groves Christian College will:

- Notify the student in writing that they have been assessed and their academic progress has not been sufficient to maintain their enrolment in the course and it is the intention of the College to report the student for breach of the visa condition 8202
- The student will be notified of their right to access the College's internal complaints and appeals process, as per Standard 8 of the National Code 2007, within 20 working days
- A copy of this letter will be forwarded to the parents/legal guardian of the student
- After 20 working days, if the student has not accessed the College's internal complaints and appeals process, or withdraws from the process or a decision is made in favour of the College, the International Student Coordinator will notify the National ESOS Authority via PRISMS of the student not achieving satisfactory course progress.

5. COURSE COMPLETION WITHIN EXPECTED DURATION OF STUDY

As noted in Table 1 above the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

Part of the assessment of course progress at the end of each study period (a semester) will include an assessment of whether the students' progress is such that they are expected to complete the course within the expected duration of the course.

The College will only extend the duration of the students' study where the student will not complete the course within the expected duration as a result of:

- a. Compassionate or compelling circumstances (e.g. illness where a medical certificate states that the student was unable to attend classes or where the registered provider was unable to offer a pre-requisite unit)
- b. Student participation in an intervention strategy as outlined in 3 above
- c. An approved deferment or suspension of study has been granted in accordance with Groves Christian College's Deferment, Suspension and Cancellation Policy.

Where the College decides to extend the duration of the students' study, the College will report this via PRISMS within 14 days and/or issue a new CoE if required.

DEFINITIONS

Compassionate or compelling circumstances – circumstances beyond the control of the student that are having an impact on the student’s progress through a course. These could include:

- Serious illness, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members such as parents or grandparents
- Major political upheaval or natural disaster in the home country requiring their emergency travel that has impacted on their studies
- A traumatic experience which has impacted on the student (these cases should be where possible supported by policy or psychologists’ reports)
- Where the school was unable to offer a pre-requisite unit
- Inability to begin studying on the course commencement date due to delay in receiving a student visa

For other circumstances to be considered as compassionate or compelling, evidence would need to be provided to show that these were having an impact on the student’s progress through a course.

Expected duration – the length of time it takes to complete the course studying full-time. This is the same as the registered course duration on CRICOS.

Study period – a discrete period of study within a course which cannot exceed 24 weeks. Groves Christian College defines a ‘study period’ for the purposes of monitoring course attendance and progress as a semester.