

## Academic Progression Policy – VET

### Purpose:

This policy outlines the basic principles governing VET student progression through an enrolled course, training package, or an accredited course at THC.

The policy also contributes to the College ensuring Standard 5, Each learner is properly informed and protected of Standards for Registered Training Organisations (RTOs) 2015, specifically Clause 5.2.e.ii, 'any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product'.

**Definition of “THC”** – TrEd Healthcare College trade as TrEd Healthcare College and any reference in this policy relating to “THC” is TrEd Healthcare College. For the purpose of this Policy, any reference to ‘THC’ should be considered a reference to TrEd Healthcare College.

### Scope:

- **All TrEd campuses delivering VET Courses**
- **All VET students**
- **All VET Staff**
- **All Admissions and Student Services Staff**
- **All VET enrolled purses, accredited and training package qualifications**

### Policy Statement:

#### Vet Student Progression

In order to undertake a course, a student must correctly enrol in that course. The student’s progression through to completion will then be dependent upon the student re-enrolling in the correct sequence of units of study and successful completion of all relevant units of study as listed in the course structure and training package and training product requirements.

Because most courses have defined underpinning knowledge and skills (pre-requisites and corequisites), it is important that units of study be taken in the correct sequence and that the student enrolls into the units of study nominated in the course outlines per teaching period (see definition). As a general rule, students are not to enrol into units of study in the next teaching period until all units of study are completed in the current teaching period. An exception to this rule is for units of study where a student is considered Not Yet Competent in the pre-requisite unit of study; these may be undertaken if a re-sit or resubmission has been organised and the Senior Trainer/Assessor on campus deems it appropriate.

At times it may be necessary for THC to set rules for courses that fall outside of the standard course progression requirements outlined in this policy. In those instances, the rules will be documented and advised to students. For instance, a course that is available for full-time enrolment only will require students to enrol in 100% of a full-time study load or they will be identified as 'at risk'. Similarly, if THC decides to discontinue a course, students must adhere to the documented teach-out or transition plan or they will be identified as 'at risk' and may be excluded from the course.

Federal Police Check clearance and Working with Children (WWC) Checks, or its equivalent may be required before a student can progress into particular units of study and/or attend practical studies in a clinical environment.

To identify when Police Checks and WWC checks are required and timeframes for submission please refer to course structures, unit of study outlines, Student support staff, and/or training and assessment staff. To identify when the WWC Check is required and timeframes for submission please refer to THC's course brochure and student handbooks.

It is the student's responsibility to maintain currency of their Police Checks and WWC Checks for the duration of their studies. Failure to do so may result in enrolment being at risk and terminated if no outcome is recorded where the student has provided the required documents for course progression.

## Maximum Length of Enrolment

To be eligible for an award, a VET student must successfully complete all specified requirements for the course they are enrolled in within a maximum number of calendar years, set as follows:

- Two (2) year qualification; award provided up to two (2) years from initial enrolment
- One (1) year qualification; award provided up to one (1) years from initial enrolment
- Nine (9) month qualification; award provided up to 9 months from initial enrolment

Please note that Course Structures may change during this time and students will need to transition into the revised course structure without disadvantage (see definitions).

Transition of courses will not, in general, alter the maximum amount of time that the student has to complete the course from the time of initial enrolment. However, in instances where an accredited course or training package has been discontinued, if a student wishes to complete their qualification, the maximum amount of time may be shortened and the student will be provided with a teach-out plan.

A student's inability to complete a course within the required time is an indicator that the student needs to review circumstances which may be mitigating against adequate performance.

If a student is Not Yet Competent at the end of a teaching period and has exhausted their resubmit or resit exam options, they must repeat the unit of study in the following teaching period. This means that students enrol in one fewer "new" units of study in order to "carry over" the unit of study they need to repeat from the previous teaching period. This is to ensure a proper sequence of units of study, pre-requisites and co-requisites. Sometimes units of study are not always available in all teaching periods or their scheduling is difficult for international students on student visa. If this is the case, the student must take the repeated units of study as soon as possible (in the very next teaching period that the unit of study is offered). This must be arranged via consultation with the relevant Training and Development Manager, Student Support Services Manager and approved by the Director of Studies.

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At the end of a teaching period a student who has poor academic performance with failure to progress in their units of study may be excluded from further study or restricted in the amount of study they can undertake. A student terminated from study under this clause has the right of appeal as per [the Grievance Policy – VET](#)

## Failure of Academic Progression

### Unsatisfactory Performance

Unsatisfactory performance is defined as being considered Not Yet Competent for 50% or more of the enrolled units of study. If a student has been placed on a teach-out plan and fails to meet the progression requirements of that plan this is also considered unsatisfactory performance.

Any student falling within the above categories may be “at risk” of non-progression and noncompletion, although there are other conditions which determine the “at risk” status. Please refer to the relevant Student at [Risk Policy – VET](#).

If a student demonstrates poor performance, the student may be terminated from study at THC for a maximum period of 12 months. See [Student at Risk Policy – VET](#).

### Multiple Instances of Not Yet Competent

If a VET student is deemed ‘Not Yet Competent’ for a unit of study at the end of a teaching period, this means that they have been afforded at least three (3) attempts to receive a Satisfactory grade for one or more assessment items but have failed to do so. The student will be required to re-enrol in that unit of study in the next available teaching period in order to progress through the course. If, on a student’s second attempt at the unit of study, they receive a result of ‘Not Yet Satisfactory’ or ‘Not Yet Competent’ for any assessment item, they will be considered “at risk” of non-progression and non-completion and may be excluded from study at THC for a maximum period of 12 months. The student has the right of appeal this decision as per the [Grievance Policy – VET](#)

### Probational Enrolment

THC may offer to place VET students on probational enrolment in place of termination. This will occur on an annual basis, usually in December. If offered, the student must:

- accept probational enrolment for a period of up to a maximum of 12 months; and
- consult with Student Support Services and if required the relevant Training and Development Manager for assistance with study planning.

A student who is deemed ‘Competent’ in less than 50% of the units of study attempted in the period of probational enrolment may be excluded from study at THC for a period of up to 12 months. A student placed on probational enrolment has the right of appeal as per the [Grievance Policy – VET](#).

### VET International Students - Intervention Strategies

VET international students are subject to a number of different Visa requirements and an intervention strategy may be required to assist with progression. International Students should refer to the Course Duration and Progress Policy – International for more information.

### Support Strategies for Enabling Student Progression

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## The Student Support Services Team

All members of the Student Support Services team are able to provide advice and direction to VET students in relation to their academic progress. If a student is showing signs of not coping, absenteeism, continually arriving late or leaving early then the trainer/assessor may refer them to Student Support Services who can provide advice and direction about accessing a professional counselling service, including THC support services available on campus or through a third party referral.

## International Students

International students are entitled to the same services and support as domestic students. In addition, they are invited to a separate international student orientation to enable links to be formed with other students from similar backgrounds.

## Referral for Education Support

Some VET students who experience difficulty with study and/or who identify as having a learning difficulty may require additional support to successfully complete their unit/s of study. In such circumstances the trainer/assessor will provide whatever assistance is reasonable and equitable. If further in-depth assistance is required the student is referred to Student Support Services, from whom an Education Support officer will be assigned to provide support services and further referral for tutoring assistance can be obtained. It is the student's responsibility to contact a third party tutor and negotiate a commercial rate etc. for tutoring. Trainer/assessors should not provide private tutoring to students in their current class/es

## Referral for Counselling Services

Some students who experience difficulty with study and/or who identify as having difficulty may require counselling support to successfully complete their unit/s of study. In such circumstances, the trainer/assessor will provide whatever assistance is reasonable and equitable. If further support is required, the student is referred to Student Support Services.

THC have a Student Welfare Officer onsite available for students to access and a referral can be made by Academic staff or student support services staff as per students requirements. This is a voluntary and confidential counselling service. Where external services are required, it is the students responsibility to settle any extra financial costs for external counselling services.

## Language Literacy and Numeracy

VET students who self-identify as having language, literacy or numeracy difficulties or who are identified by a staff member as having language, literacy or numeracy difficulties should refer to the [English Proficiency Policy - VET](#). In some instances, these students may be identified as "at risk" and the College will provide appropriate assistance and advice in accordance with the [English Proficiency Policy - VET](#) and the [Student at Risk Policy - VET](#).

## Right of Appeal

A student terminated from study under this policy has the right of appeal as per the [Grievance Policy – VET](#).

## Related Procedures

Not Applicable

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## Definitions:

**Disadvantage** to a (transitioning) student means requiring the student to retake or be reassessed in an aspect of the course that the student has already studied and passed and/or being charged for this. If course curriculum has had additional units of study/topics added to it as a result of accreditation and in response to professional best practice guidelines then the student is required to undertake these additional units of study/topics and will be subsequently charged for them. This ensures that the student graduates with the best current educational and professional practice outcomes, allowing for registration with professional bodies and maximising career success

**Student / Learner** is an individual person who is formally enrolled to study at THC. The individual person is that who appears on THC's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

**Teaching period** is a semester in Certificate and Diploma coursed offered at TrEd. Each semester will be outlined for reach qualification in the student handbook, student timetable and student online management system. Where TrEd is unable to fulfil the requirements of a Teaching Period, including the clinical and practical placement requirement due to reasons beyond TrEd's control for eg – cancellation of Facilities for student placements, where students are impacted directly regarding academic progression in relation to their student visas, TrEd will communicate with students via a face to ace meeting as well as written communication that will be in the form of an official office document. TrEd will also negotiate the costs involved on students behalf and will compensate students where their academic progression has been hindered though no fault of their own.

## Further Information:

- Course Duration and Progress Policy – International
- English Proficiency Policy – VET
- Grievance Policy – VET
- Student at Risk Policy – VET

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<b>Approved by:</b>	Director/ Chief Executive Officer of TrEd Healthcare College
<b>Policy Status</b>	<b>Draft</b>
<b>Responsibilities for Implementation:</b>	<ul style="list-style-type: none"><li>• Director of Studies</li><li>• Training and Development Manager</li><li>• Operations Manager</li><li>• Student Services Manager</li><li>• Student Services Support Team</li></ul>
<b>Key Stakeholders:</b>	<ul style="list-style-type: none"><li>• Director of Studies</li><li>• Operations Manager</li><li>• Quality and Compliance Team</li><li>• Student Support Services Team</li><li>• Vet Students</li></ul>