

VET Student Monitoring Course Progress Policies and Procedures

1. Policy:

- 1.1 Magill College Sydney is committed to ensuring that all students are supported throughout their course of study to assist them to achieve the qualification for which they have enrolled and to ensure they comply with government legislation regarding academic Course Progress.
- 1.2 All international students are required to comply with condition 8202 of their student visa. This means maintaining satisfactory Course Progress for each 10 week study period of 2 consecutive Blocks (i.e. a study Term).
- 1.3 Satisfactory course progress is defined as achieving competency in more than 50% of the units of competency within a Term. Students who are deemed Not Yet Competent (NYC) in 50% or more of their scheduled unit of competency within a Term will be formally identified as being at risk of not meeting satisfactory course progress requirements.
- 1.4 Magill College Sydney will identify, notify, implement and monitor an intervention strategy in relation to students who are at risk of failing to meet course requirements.
- 1.5 The First Warning Unsatisfactory Course Progress Letter is issued when a student is at risk of falling below 50% of the units of competency across a study Term. This is a proactive measure designed to provide early notice and intervention for students to attend an academic counselling session. The Administration Manager will provide an opportunity to discuss their course progress, raise any concerns and develop a suitable Academic Intervention Strategy (AIS). This strategy may include reassessment opportunities, late submission, referrals to academic or English language support, one-on-one study sessions or other personalised support strategies.
- 1.6 The Second Warning Unsatisfactory Course Progress Letter is issued when a student fails to respond to the First Warning Letter within one (1) week or does not attend the scheduled counselling session. It may also be triggered if the student remains Not Yet Competent (NYC) in 50% or more of the unit of competency targeted for improvement and has not meaningfully engaged with the AIS. In such cases, the student is contacted to schedule an academic counselling meeting with the Administration Manager. The purpose of the meeting is to strengthen the intervention strategy, consider the compassionate and compelling circumstances and remind the student of their obligation to meet satisfactory course progress.
- 1.7 If a student does not respond to the Second Warning Unsatisfactory Course Progress Letter or does not participate in the AIS, and no valid compassionate or compelling reasons are provided, Magill College Sydney will issue a Letter of Intention to Report for Unsatisfactory Course Progress to the student its intention to report the student to the Secretary of the Department of Education (DoE) through PRISMS after the prescribed twenty (20) working days for Unsatisfactory Course Progress. This action will automatically alert the Department of Home Affairs (DHA) and the student's visa may be cancelled.
- 1.8 If a student considers there are reasons why they should not be reported through PRISMS, the student may appeal against Magill College Sydney's decision. They must do so within twenty (20) working days of the notification of decision record and shall notify Magill College Sydney of this within this timeframe, so that sufficient time is allowed to enable students to complete all course requirements within the expected course duration, as specified in each student's CoE. A student may appeal on decisions, including but not limited to:
 - Magill College Sydney has not recorded or calculated student results correctly;
 - There are compassionate or compelling reasons which have contributed to the student's unsatisfactory progress;
 - Magill College Sydney has not implemented the intervention strategy in accordance with our documented policies and procedures;
 - Magill College Sydney has not implemented other policies which may impact upon the students' results e.g. assessment policy or feedback policy;
 - Magill College Sydney has not made the College's Course Progress policy available to students.

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- 1.9 If the appellant is dissatisfied with the outcome of the internal appeal, or their concerns remain unresolved, they will have the option to contact the Overseas Students Ombudsman for an external appeal by referring to <https://www.ombudsman.gov.au/about/how-we-can-help-you> or calling 1300 362 072. Please refer to the Appeals Handling Policies and Procedures available on our website (www.magill.edu.au), from reception (Level 4, 695-699 George Street, Haymarket NSW 2000) or via an email request (admin@magill.edu.au).
- 1.10 If the appellant decides to proceed with an external appeal, they must do so within ten (10) working days of the notification of decision record from the internal appeals process and shall notify Magill College Sydney of this within this timeframe, so that sufficient time is allowed to enable students to complete all course requirements within the expected course duration, as specified in each student's CoE. They must notify Magill College Sydney in writing of their decision with an appeals lodgement record to pursue an external appeal no later than five (5) working days after the conclusion of this ten (10) day period.
- 1.11 Magill College Sydney agrees to be bound by the external appeal body's recommendations, ensure that any recommendations are implemented by the appropriate staff, and that the appellant is informed in writing of the outcome of the external appeals process.
- 1.12 If a student chooses not to access the internal appeals process within twenty (20) working days, withdraws from the process, or the process is completed and a decision supports Magill College Sydney's initial determination with the appeals process fully exhausted, the College Principal or delegate will notify the Secretary of Department of Education (DoE) via PRISMS that the student has not achieved satisfactory Course Progress as soon as practicable.

2. Purpose:

The purpose of this policy and procedure is to ensure that students abide by Magill College Sydney's requirements and the National Code 2018 as per standard 8 – Overseas student visa requirements. Magill College Sydney is required to notify and counsel students who are at risk of not meeting academic requirements.

3. Scope:

This policy applies to all international students and acts to ensure that all staff at Magill College Sydney are aware of this policy.

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