

## S003 Student Academic Progress Policy and Procedure

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<b>Responsible Officer</b>	CEO

### 1. Purpose

This policy sets out the Ikon Institute of Australia's obligations and expectations with respect to the review of student progress and ways for systematically identifying students who are making unsatisfactory academic progress in achieving their education aspirations, and directing them to appropriate sources of assistance. It also outlines the process by which students are required to take action, and the grounds for unsatisfactory academic progress and termination of enrolment.

### 2. Scope

The policy applies to all students enrolled in all AQF accredited courses offered by the Ikon Institute of Australia in all teaching locations and modes of delivery and applies to any courses and subjects delivered in partnership with other organisations.

### 3. Related Forms

FS001 Academic Performance Improvement Plan  
Student Orientation Handbook  
Student Placement Handbook

## 4. Related Policies

To be read in conjunction with the Glossary of Terms  
S002 Student Grievance Policy and Procedure  
S001 Deferral and Withdrawal Policy  
S004 Student Attendance Policy  
S006 Student Placement and Placement Code of Conduct Policy

## 5. Principles

- 5.1 Students enrolled in a course can normally expect to complete that course in the format described in the course outline, provided that they make satisfactory progress.
- 5.2 The Ikon Institute of Australia is committed to assisting students maintain satisfactory progress in their course.
- 5.3 Academic Staff will ensure that students whose progress is of concern are identified at an early stage and appropriate action is taken to assist them.

## 6. Monitoring Academic Progress

### Higher Education (HE) courses of study

- 6.1 To identify students at risk of being unable to complete a course, Academic Staff will formally examine student academic results at the end of each study period.
- 6.2 Academic Support staff will meet with a student identified as being at risk to discuss their progress and ways in which they can be supported. This may include providing academic skills training, advising the student of assignment extension or reassessment opportunities, referring the student to the Education Support Officer or Student Support Officer.
- 6.3 At the end of every study period the Education Support Officer will formally review the progress of all students to identify students who have made:
  - satisfactory progress;
  - conditional academic progress- students may progress providing they repeat a failed subject, they resubmit, or are reassessed, they complete a supplementary assessment, they are awarded a conceded pass, or fulfil another prescribed requirement such as an academic improvement plan;
  - unsatisfactory progress.
- 6.4 Other indicators may be used by staff to determine students at risk of not making satisfactory progress including: poor attendance, low grades in ongoing formative and summative assessments including in-class tasks, assignments, and exams. These indicators may be the basis for offering the student additional support, but will not constitute unsatisfactory progress. A student may be required to enter into an academic performance improvement plan through consultation between the student and the Head of Faculty.

- 6.5 Unsatisfactory progress in a course may include:
- failure in 50% or more of enrolled subjects in a study period;
  - failure to comply with conditions prescribed in an academic performance improvement plan;
  - failure grade in a subject for a second time;
  - insufficient progress through the course so that the course cannot be completed in the maximum time allowed;
  - failure to enrol after an approved study break;
  - withdrawal more than twice from a subject;
  - failure to undertake an enrolment load that will enable them to complete within the maximum time to complete as stated in the accreditation course documentation and Student Orientation Handbook;
  - failure to complete a compulsory course requirement, such as a practicum or exam.

### Vocational Education and Training (VET) courses of study

- 6.6 To identify students at risk of not achieving competency for a unit of study, or being unable to complete a course, the Education Support Officer (ESO) will formally examine student academic results at the end of each study period.
- 6.7 The Education Support Officer will meet with a student identified as at risk to discuss their progress and ways in which they can be supported. This may include providing academic skills training, advising the student of assignment extension or reassessment opportunities or referring the student to an appropriate academic or personal counsellor.
- 6.8 The Education Support Officer will regularly review the progress of all students to identify students who have made:
- satisfactory progress;
  - conditional academic progress- students may progress providing they repeat a failed module/unit of study, they resubmit or are reassessed, or they fulfil another prescribed requirement such as an academic improvement plan;
  - unsatisfactory progress.
- 6.9 Unsatisfactory progress in a VET course of study consists of:
- Not Yet Competent (NYC) grade awarded for a module/unit of study;
  - failure to comply with conditions prescribed in an academic improvement plan;
  - insufficient progress through the course so that the course cannot be completed in the maximum time allowed;
  - failure to satisfactorily complete a placement that is a compulsory course requirement.

## 7. Applications for an Extension of Time

- 7.1 The prescribed standard length of each course offered by the Ikon Institute of Australia is published on the Ikon Institute of Australia website.
- 7.2 Students who fail to complete within the prescribed period and who can reasonably be expected to meet the course requirements within two additional trimesters (inclusive of any intervention strategies

employed by the Ikon Institute of Australia and the student during the student's study) may apply for an extension of time.

- 7.3 Each application will be considered by the Academic Committee on its merit and with reference to the student's academic performance during the study period and any matters that warrant special consideration. In general the maximum extension of time that will be granted in any circumstance is between two (2) and four (4) study periods, depending on the length of the course.
- 7.4 Applications for a time extension must be made in writing to the Education Support Officer, a minimum of four (4) weeks prior to the expiry of the student's prescribed time (or within four (4) weeks of receiving results that indicate they will not finish within the set time frame).
- 7.5 The application must include a letter outlining the reasons for the student's inability to complete the qualification in the prescribed time.
- 7.6 These documents will assist Ikon Institute of Australia in assessing the extension application, and in particular the student's ability to complete the course within the extension period.
- 7.7 In some instances the decision to extend an enrolment may be informed by changes to qualification package rules. Where a course is superseded, the student will be required to complete prior to the qualification end date.
- 7.8 In the event that an extension is denied, or where a student fails to complete all required subjects prior to their deadline, the Ikon Institute of Australia will issue a Statement of Attainment (SOA) for the units/subjects successfully completed.

## 8. Intervention and Support

- 8.1 When the Education Support Officer (ESO) identifies a student as making unsatisfactory progress in the course, the student will be notified in writing, and will be required to meet with the Education Support Officer or Head of Faculty to discuss their academic progress and possible options. These may include:
  - the suitability of the course and possible alternatives;
  - opportunities for reassessment;
  - opportunities for repeating the unit of study;
  - academic skills training;
  - English language advice to access support;
  - agreement to complete a recommended program of study over a specified period of time to assist the student's progress documented in an academic performance improvement plan;
  - a reduction in load;
  - attending a study group or mentoring sessions;
  - approving leave or deferral of studies;
  - applying for an extension of time;
  - withdrawal from the course.
- 8.2 The agreed intervention including any planned follow up will be noted on the student record and all required parties will be advised.

## 9. Appeal

- 9.1 Students who have been notified in writing that they have been deemed to be making unsatisfactory progress may appeal by lodging an application within 20 days of receiving the notice. An appeal may be made on the following grounds:
- Ikon Institute of Australia's failure to record or calculate a student's competence or marks accurately;
  - compassionate or compelling circumstances;
  - Ikon Institute of Australia did not implement the agreed intervention strategy and other policies according to its published policies and procedures made available to the student.
- 9.2 When a student lodges an appeal, the appeal will be conducted in accordance with the Ikon Institute of Australia's Student Grievance Policy.
- 9.3 If an appeal shows that there was an error in calculation and the student made satisfactory progress, the student may continue with their studies without any intervention being required.
- 9.4 If the appeal shows that the student has not made satisfactory progress, but there are compelling reasons for the lack of progress, ongoing support must be provided to the student.
- 9.5 If the appeal is unsuccessful, intervention options will be discussed with the student.
- 9.6 If a student chooses to not accept an academic performance improvement plan, the student's enrolment may be terminated.
- 9.7 A student whose enrolment has been terminated will not be allowed to re-enrol for a period of two years.
- 9.8 Students who are not satisfied with the outcome of an appeal of the Ikon Institute of Australia may access external appeal options as set out in the Student Grievance Policy.

## 10. Placement Completion

- 10.1 Where a course comprises a number of classroom units followed by placement hours the Ikon Institute of Australia will provide placement supervision and support to students for a maximum period of 6 months after the final classroom study period of that course.
- 10.2 Students will be allowed a maximum of 12 months to complete the placement, including the submission of all required reports and documentation. The only exception to this rule is where the student has been formally granted an extension.
- 10.3 Students who fail to complete the practicum within this timeframe will have their enrolment terminated, and will be issued with a Statement of Attainment (SOA) for those units/subjects which they have successfully completed.

## 11. Record keeping and confidentiality

- 11.1 Records of student progress including correspondence to students, intervention plans and outcomes will be maintained in the student record files.

## 12. Publication

- 12.1 This policy is to be published and provided to students, prospective students and staff on the Ikon Institute of Australia website [www.lkonInstitute.edu.au](http://www.lkonInstitute.edu.au) to ensure that all have access to up to date and accurate information.