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Documents: Academic Progress Breach Letter (Initial)
Academic Progress Breach Letter (Second)
Academic Progress Breach Letter (Third and Final)

References: Intervention Strategy
Student Support Policy
Complaints Policy
Appeals Policy
Course Attendance
Appeals Policy
ESOS Standard 10 monitoring course progress

Relevant Standards: Standards for Registered Training Organisations (RTOs) 2015
ELICOS National Standards 2018
Education Services for Overseas Students (ESOS) Act 2018

Authorised:

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PURPOSE

This document provides guidance and direction as to legislative and Blackfriars Priory School requirements in the management of students' academic progress.

POLICY

Blackfriars is committed to a safe and effective learning environment with support mechanisms to ensure the success of all students.

Blackfriars is committed to the systematic monitoring of student academic, attendance and overall course progress. Blackfriars is proactive in notifying and mentoring students who are at risk of failing to meet progress requirements. Please refer to Intervention Strategy Policy.

Blackfriars monitors:

- Academic progress – practical and theoretical;
- Attendance levels – refer Attendance Policy.

SCOPE

This policy and procedure applies to all courses delivered by Blackfriars.

DEFINITIONS

Academic Progress

Satisfactory Academic Progress is defined as the expected achievement of the following requirements:

- An average "satisfactorily achieved" assessment of at least 80% combined for all the subjects completed from time of enrolment;
- Not failing a subject more than once;
- Not failing more than one subject per semester;
- Satisfactory attendance at scheduled classes of not less than 80% for the duration of the course unless due to evidenced special circumstances. Please refer to Course Attendance Policy.

Probation

Academic Probation for students whose scholastic performance is unsatisfactory will mean a period of probation in which students are engaged in the Blackfriars Intervention Strategy including the assignment of an academic adviser who will closely monitor the student's progress and provide support as required. It is the student's responsibility to maintain contact with their academic adviser.



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| Intervention | <p>Implemented as soon as a student is identified as being at risk of not successfully completing the course/qualification due to:</p> <ul style="list-style-type: none">• unsatisfactory attendance (minimum of 80% of contact classes per subject);• unsatisfactory academic progress (unsatisfactory achievement of more than 1 subject and/or not more than 1 resit for an individual subject);• behavioural issues;• personal or external issues affecting the student's capacity or other. |
| Suspension | <p>Suspension means a student will be removed from attending normal classes for a period of time during which they will be provided with external assignments to complete. An academic adviser will be nominated as a support during this period of time.</p> <p>Suspension will occur where a student has evidenced a continued disregard for course minimum requirements or the Student Code of Conduct. Students may access the Appeal and Complaint Process if they believe that suspension was not appropriate. Please refer to the Appeal and Complaint Policies.</p> <p>Students evidencing active participation in the Blackfriars Intervention Strategy will not be subject to suspension.</p> |
| Expulsion | <p>Expulsion means the immediate release/removal from all further studies at Blackfriars supported by report to the Department of Home Affairs. Expulsion is a 'last resort' consequence that will occur where a student does not evidence active participation in the Blackfriars Intervention Strategy, has been Suspended once previously, or their behaviour is of a serious negative or illegal nature.</p> <p>Students may access the Appeal and Complaint Process if they believe that expulsion was not appropriate. Please refer to the Appeal and Complaint Policies.</p> |
| Withdrawal from a subject | <p>Withdrawal from a subject, due to illness or other compassionate or compelling circumstances, without academic penalty will be negotiated and be dependent upon the level of completion and achievement at the time of withdrawal. It is not Blackfriars policy to penalise a student for circumstances that are out of their control.</p> |
| Intervention Strategy | <p>The active participation of a student in a negotiated strategy to increase the student's opportunity for satisfactory course progress achievement. Intervention Strategy is negotiated and is compulsory once a student is identified as being at risk of not achieving satisfactory academic progress. Please refer to the Intervention Strategy Policy.</p> |
| Intervention & Support Services | <p>Internal or external activities and actions that assist the student to achieve a successful course outcome (e.g. Academic Mentor; Study groups, Language Literacy & Numeracy additional learning, Personal, financial or other counselling). Please refer to Student Support Services Policy and/or speak with Blackfriars staff for assistance.</p> |



Appeal and Complaint Process Processes by which students and other Blackfriars stakeholders may appeal decisions or formally register a complaint. Please refer to the Complaints Process and Appeals Process or speak with a Blackfriars staff member for assistance.

PROCEDURE

Course Progress

Blackfriars will monitor the academic performance of each student by each subject of enrolment.

Students are expected to achieve the following requirements in order to meet the satisfactory course progress requirements and academic Visa requirements:

- An average mark of at least 80% combined for all the subjects completed from time of enrolment;
- Not failing a subject more than once;
- Satisfactory attendance at scheduled classes. Please refer to Course Attendance Policy.
- The consequences of failure to meet one or more of the requirements for satisfactory progress are as follows:
 - Failure to achieve an average mark of 80% for all the subjects completed to date will result in the student being placed on probation for an agreed period of time (usually 1 term or 1 semester).
 - They will also be required to discuss and participate in a support plan for which they will report to the International Students Program Officer at agreed periods of time.
 - Failing a subject more than once will result in a student being prevented from attempting the subject a third time unless they can evidence exceptional circumstances.

Unsatisfactory Course Progress

Unsatisfactory Course Progress is defined as failure to meet two or more of the course requirements.

Students who fail to meet two or more of the requirements for satisfactory course progress in a semester may be excluded. Exclusion means that the student is suspended from attending any classes for a set period of time or expelled from studying at Blackfriars permanently.

Exclusion of a student from Blackfriars is determined at the end of each semester by the Deputy Principal, Secondary (7-12), in consultation with the Principal who will consider each case on its merits taking into consideration compassionate or compelling circumstances.

Notification and Appeal

The Deputy Principal, Secondary (7-12) / International Students Program Officer will notify students in writing of suspension from Blackfriars.

Students have the right to appeal all consequences imposed for failing to meet the requirements for re-enrolment.

Any compassionate or compelling circumstances will be considered. Appeals must be lodged in writing and addressed to the Deputy Principal, Secondary (7-12) within twenty (20) days of the date of the student being notified of the exclusion. The process will commence within ten (10) working days from the date of receipt of the student's appeal.



Probation

Academic Probation for students whose scholastic performance is unsatisfactory will mean a period of probation in which students are assigned an academic adviser who will closely monitor the student's progress and provide support as required. It is the student's responsibility to maintain contact with their academic adviser.

Withdrawal from a subject

Withdrawal from a subject, due to illness or other compassionate or compelling circumstances, without academic penalty can only occur after week four of classes.

A medical certificate must be provided as evidence that the illness is of sufficient severity that it interrupts the student's work significantly during that period of time.

Compassionate and compelling circumstances are a defined and limited set of exceptional circumstances which are beyond the student's control and which disrupt the student's academic progress. Students should see the International Students Program Officer if they require help in evidencing cases of compassionate and compelling circumstances.

ACADEMIC MONITORING

Academic Monitoring occurs:

- at each assessment entry point as data is recorded on the student record spreadsheet;
- as Teachers monitor student participation during course contact hours;
- at the end of each study period (please refer to the delivery and assessment strategy) to ensure the students capacity to function at a competent level at each stage of development;
- whilst course progress is formally monitored in the above manner, Blackfriars teachers will informally monitor student progress and capacity on an individual and sessional basis;

Any student found to be at risk of failure will be placed in an intervention program. Please refer to Intervention Strategy Policy.

Every reasonable effort will be made to mentor and support a student and to identify remedial and preventative measures.

MONITORING/AUDITING COURSE

The Deputy Principal, Secondary (7-12) will, on a regular basis, but not less than twice during the progress of each course, conduct ad-hoc monitoring / auditing of student progress in addition to Teacher activities.

TIMELINESS OF ASSESSMENT SUBMISSIONS

Assessments must be submitted by the due date.

All extensions to assessment deadlines must be applied for in writing to the Teacher detailing the extenuating circumstances and a suggested reasonable completion date.



Acceptable circumstances for late submission of an assessment include:

- Traumatic Events (e.g. serious accidents, injuries);
- Death of a family member;
- Illness which is supported by a medical certificate confirming that the completion of the assessment within the timeframe was not possible;

All reasons for late submissions must be supported by appropriate evidence.

Please note that Blackfriars teachers are not required to accept either the reason or the suggested completion date and will make a determination based on the individual student's history and circumstances at the time of application for extension.

Failure to submit an assessment by the due date and without having applied in writing detailing extenuating circumstances will result in a CNA (Competency Not Achieved) result.

A result of CNA due to late submission of assessment will require the student to submit a second alternate assessment by a new due date. A request for extension to submit a second assessment must be made in writing to the Teacher.

Failure to submit a second assessment by the due date and without having applied in writing detailing circumstances will result in a CNA (Competency Not Achieved) result.

A third attempt under the current enrolment will not be permitted and the student will be required to re-enrol in that subject.

RESIT OF ASSESSMENT

Please refer to Timeliness of Assessment Submission above.

Students will be permitted to resit assessment of one subject per semester and each subject only once before they must re-enrol.

Inability to achieve competency after the first assessment attempt will trigger the Intervention Strategy.

Inability to achieve competency in more than one subject per semester will result in:

- escalation of the Intervention Strategy;
- re-enrolment and repeat of the subject which will incur a fee;
- re-enrolment and resit of assessment which will incur a fee;

or

- due to the lack of participation in the Intervention Strategy the student will be prevented from attempting a third resit.
- Inability to achieve competency after the second assessment attempt will lead to:
 - escalation of the Intervention Strategy;
 - re-enrolment and repeat of the subject session which will incur a fee;
 - re-enrolment and resit of assessment which will incur a fee;

or

- due to the lack of participation in the Intervention Strategy the student will be prevented from attempting a third resit.



The consequences of failure to meet one or more of the requirements for satisfactory course progress are as follows:

Implementation of Blackfriars Intervention Strategy

- prevented from attempting a subject a third time;
- negotiation and participation in a support plan that will include as a minimum a nominated academic mentor and for which the student will report to the Trainer/Assessor at agreed periods of time where monitoring of progress and review of the support plan will be conducted; and
- placed on probation for an agreed period of time depending on the duration of their studies.

Post Implementation of Blackfriars Intervention Strategy

- If a student has been evidencing active participation in the Blackfriars Intervention Strategy and is still not meeting the course minimum requirements the Intervention Strategy will escalate and external support mechanisms will be further investigated.
- If the student is still unable to meet the course minimum requirements Blackfriars will discuss with the student their suitability to complete the course and provide options for the student.
- If a student has not been evidencing active participation in the Blackfriars Intervention Strategy and is not meeting the course minimum requirements, they will be notified in writing that Blackfriars intends to suspend or expel them from the course.

APPEAL

Students will have twenty working days from date of receipt of written advice to access the Blackfriars Appeals Process in response to written advice.

Compassionate and/or compelling reasons will be considered. Please refer Appeals Policy and/or speak with Blackfriars staff for assistance.

INTERNATIONAL STUDENTS

It is a condition of International Students' Visa that they must progress satisfactorily through the qualification.

Where an International Student does not meet this condition after support and participation in the Intervention Strategy or the International Student refuses to participate in an Intervention Strategy and after the Appeal Process period has completed and is found in favour of Blackfriars, Blackfriars may report the student with a view to cancelling the student's CoE.

The International Student will be sent three (3) warning letters the third will be advice that Blackfriars is reporting the breach of this condition to the Department of Home Affairs after the 20-day Appeal Process timeframe.

The International Student may access the Appeal Process at any time during the delivery of the three (3) letters and as a maximum 20 working days from the date of receipt of the third letter.

Where the student has chosen not to access the Complaints and Appeals Processes within the 20-working day period, withdraws from the process, or the process is completed and results in a decision supporting the registered provider,

OR



If the Appeal Process is exhausted and the student is still considered to be in breach of this condition Blackfriars will within:

- five (5) business days notify the Registrar of the student's breach;
- 14 days report cancellation of the student's enrolment to Department of Home Affairs via PRISMS using a Section 19 report;
- 28 days finalise the student default obligations as set out in the written agreement with the student;
- a further seven (7) days report the outcome of the student default via PRISMS.

RESPONSIBILITY

Principal

It is the responsibility of the Principal to ensure that Blackfriars has a current and effective policy and procedure for:

- Monitoring and Managing Student Academic Progress;
- Intervention Strategies;
- Student Support mechanisms;
- Compliance with legislation.

International Students Program Officer

It is the overall responsibility of the International Students Program Officer to ensure that:

- all employees and students are conversant with and correctly action this policy;
- intervention options are available to students with supportable issues;
- all students are fully informed of the Academic Progress Policy as part of the pre enrolment information and orientation process.
- all employed and contracted Teachers are fully informed and implement the correct processes for Academic Progress;
- appropriate monitoring/auditing of Teacher activities in relation to Academic Progress Monitoring is conducted effectively and regularly;
- intervention options are made available to students with supportable issues in a timely and appropriate manner.
- Fair and equitable decisions are taken in relation to Student reporting and expulsion.

Registrar

The Registrar is responsible for the accurate and timely reporting to Department of Home Affairs of Visa breaches via PRISMS system.

Teachers

It is the responsibility of Teachers to:

- actively monitor student progress;
- report to the Deputy Principal, Secondary (7-12) immediately it becomes apparent a student is not progressing satisfactorily;
- provide mentoring and intervention to students experiencing supportable issues.



Students

It is the responsibility of students to identify and advise Blackfriars at the earliest possible opportunity of:

- any issues that may/are affecting their ability to achieve the required levels of academic progress; their inability to meet assessment submission deadlines.

It is the responsibility of Students to participate fully in Intervention Strategies negotiated with them to assist in the successful completion of the qualification.