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Documents: Academic Breach Warning & Final Letters
Attendance Breach Warning & Final Letters
Intervention Strategy Agreement

References: Student Support Services

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

Authorised:	Authorisation Date: 04-Oct-2019
Position: Principal	

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PURPOSE

This document provides direction as to how Blackfriars Priory School staff will manage students who are at risk of breaching their academic Visa requirements or not successfully achieving their qualification.

POLICY

It is the policy of Blackfriars to provide a safe and effective learning environment with practical support mechanisms to ensure all students successfully achieve their qualifications in compliance with the SACE Board of South Australia and other funding and regulatory bodies.

SCOPE

This Policy covers all students of all courses and qualifications delivered by Blackfriars.

DEFINITIONS

Intervention Strategy	A negotiated and monitored plan that incorporates internal and/or external support options into the current training plan to ensure the successful completion of the course/qualification
Strategy Authorisation	All Intervention Strategies resulting in additional cost and/or deviation from the original training plan completion timeframe such as: <ul style="list-style-type: none">• extension of study time;• deferment of studies;• external support services;• additional teacher or other employee hours;• must be reviewed and authorised by the Deputy Principal, Secondary (7-12)
Intervention	Implemented as soon as a student is identified as being at risk of not successfully completing the course/qualification due to: <ul style="list-style-type: none">• unsatisfactory attendance (minimum of 80% of contact lessons per subject);• unsatisfactory academic progress (unsatisfactory achievement of more than 1 subject and/or not more than 1 resit for an individual unit);• behavioural issues;• personal or external issues affecting the student's capacity or other)



PROCEDURE

If a student is at risk of not making satisfactory course progress through either attendance or academic progress or personal issues, the teacher will in consultation with the International Students Program Officer discuss the applicable issues with the student:

1. where appropriate, advising student on the suitability of the course in which they are enrolled;
2. assisting students by advising of opportunities for reassessment of units they had previously not demonstrated the required competency for.

Depending on the outcome of those preliminary discussions, the International Students Program Officer will in consultation with the Deputy Principal, Secondary (7-12) (or delegate) establish a support program which may include one or more of the following:

- academic skills programmes;
- study groups;
- individual case management, coaching or mentoring;
- homework club;
- external counselling;
- referral to external specialist assistance regarding personal, health or finance issues
- a combination of the above and a reduction in course load where possible.

Please note that the above list is not exhaustive and other assistance may need to be sourced and extended to the student depending on their circumstances.

A record of the intervention measures and monitoring progress is to be kept up to date in the student's file.

An attempt at intervention MUST be made after each warning letter is sent to the student for any of the following reasons:

- in danger of not meeting academic progress requirements;
- in danger of not meeting course attendance requirements;
- at risk of having their enrolment cancelled (expulsion) based on behavioural issues or breaches of Student Code of Conduct.

All Blackfriars staff involved in supporting the student must keep in mind that they are:

- education professionals who can provide assistance directly related to education;
- unless they are qualified professional counsellors Blackfriars does not endorse, require or expect them to provide counselling in the areas of personal, health or finance. All of these types of support are to be referred to external specialists

Student

A student requiring assistance in any matter should contact their teacher(s) or other member of Blackfriars staff with whom they feel comfortable to do so.

Teachers

A teacher who identifies or is approached by a student about any type of support should:

- immediately and in the first instance discuss with the student;



- if an academic or attendance issue is identified, the Intervention Strategy should be implemented in collaboration with the student and the International Students Program Officer (and the parent/guardian if a minor child) and including the negotiation of a plan of action for support that may include referral to other support services;
- if a non-academic/attendance issue is identified the student should be referred immediately to the International Students Program Officer. It is the responsibility of the International Students Program Officer to document such issues and, where appropriate, advise and engage the parent/guardian of a minor child.

Other Blackfriars staff

If other Blackfriars staff identify an issue related to a student, they should advise the International Students Program Officer immediately either verbally or via email.

Attendance Issue

In line with the Intervention Strategy the teacher and International Students Program Officer, are tasked with:

- identifying the cause of the poor attendance through conversation with the student and parent/guardian if a minor child,
- negotiating and documenting an appropriate intervention/assistance plan with specified timeframes and outcomes;
- monitoring the success of the outcomes; and
- if necessary, continuing through the steps of the Intervention Strategy for up to three (3) instances.

Academic Issue

In line with the Intervention Strategy the teacher and International Students Program Officer are tasked with:

- identifying the cause of the poor academic performance through conversation with the student and parent/guardian of a minor child, and review of academic records;
- negotiating and documenting an appropriate intervention/assistance plan with specified timeframes and outcomes;
- monitoring the success of the outcomes; and
- if necessary, continuing through the steps of the Intervention Strategy for up to three (3) instances.

Non- Academic/Attendance Issue

The teacher is tasked with advising the International Students Program Officer.

The Principal is tasked with:

- identifying the issue through conversation with the student and parent/guardian if a minor child,
- providing appropriate options for support;
- where the issue has potential to affect the academic success of the student negotiate and document a support plan with the student and parent/guardian of a minor child,
- monitor the student's progress in regard to the support plan and academic achievement;
- where the support plan is proving to be unsuccessful re-evaluate the support plan with the student and parent/guardian of a minor child for up to three (3) instances;



Refusal to Participate in Intervention Strategy

Students at risk of not successfully completing their qualification and who refuse to participate in an Intervention Strategy will be given reasonable opportunity to improve their academic or attendance levels.

If the Student does not identify issues or is not cooperative the International Students Program Officer will discuss with the student issues such as:

- suitability of the course in which they are enrolled;
- reassessment process; and
- DHA reporting triggers and obligations which may result in cancellation of their Visa, depending on the outcome of any appeals process.

The student is to be given a reasonable and fair period of time to improve their performance in any circumstance.

Intervention should be triggered at the earliest possible identification of an issue and as a minimum at the time any warning letter is handed to a student for any of the following reasons:

- academic progress
- course attendance
- behavioural and attitudinal issues.

Referral Partners

Blackfriars will generally use Access for Personal Counselling services.

Referral Costs

External specialist costs are not paid for by Blackfriars and will have to be borne by the student.

In some cases, the student may be able to seek a referral from a GP. In these circumstances some of the cost may be covered by their Overseas Health Care (OSHC) insurance.

In some instances, the student may be able to access public specialist services through a public hospital. In these instances, they may not incur any cost.

RESPONSIBILITY

Employee

It is the responsibility of all Blackfriars staff to promptly act once the need for intervention has been identified or is suspected.

Student and/or Parent / Guardian

It is the responsibility of the student to:

- advise Blackfriars if they have issues which will/are affecting their capacity to succeed and meet academic Visa requirements;
- ask for support/help.