



POLICY: COURSE PROGRESS

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AUTHORISED BY:	Principal Executive Officer	REVIEWED BY:	Academic Manager
RESPONSIBLE FOR REVIEW:	IIBT Academic Management Team		
DOCUMENT MANAGEMENT:	U:/Policies and Procedures		

1. REGULATIONS

- a. HESF 2015: 1.3, 3.3
- b. ESOS: 10.1, 10.2, 10.4, 10.5, 10.6, 10.7
- c. SRTO 2015: 1.7

2. POLICY INFORMATION:

2.1 Introduction:

IIBT has clearly defined rules for course progression which are made known and available to all students in the Student Handbook and course outlines.

IIBT is committed to monitoring, recording, and assessing the course progress of each enrolled student within each study period.

Specifically, IIBT will apply intervention strategies when students demonstrate unsatisfactory course progress in any study period.

Where a student does not satisfactorily meet the course requirements for two consecutive study periods, they may be reported to the Department of Education through PRISMS (International students).

2.2 Policy Scope:

This policy applies to all IIBT students

2.3 Procedures:

RULES FOR PROGRESSION

Higher Education



In order to pass a unit a student must:

1. Complete all minimum requirements
2. Achieve a PASS mark overall

If a student fails a unit, they will need to repeat the unit and pass it to be eligible to graduate.

A PASS mark must be achieved in all of the course units for a student to be deemed eligible to graduate from the course.

The Board of Examiners makes the determination that a student has met the course requirements and is able to graduate.

ELICOS

Students achieving the required pass marks as advised in the course outline will be issued a Course Completion Letter and a Qualification. Student completing a course of study without achieving the required number of modules will only be issued a Course Completion Letter.

ALL COURSES:

Responsibilities:

IIBT lecturers, trainers and teachers will ensure that:

- During the trimester/study period, the academic progress of each student is monitored
- a student at risk of failing the unit is reported to the Academic Management team
- Students are informed of the course of study workload within each study period.
- The course progress requirements are clearly defined for all enrolled students prior to the commencement of each study period.
- All students are aware that an intervention strategy will be implemented should unsatisfactory progress be reported in 50% or more of the units attempted in any given study period (Student Handbook).
- The course progress intervention strategy is implemented immediately where a student at risk is identified or as soon as practicable
- Enrolled students are also assessed for their course progress at the end of each study period.
- Regular reports of progress are provided to the Academic Management Team

Course Completion:

Students are expected to complete their course within the duration of study as recorded on CRICOS.

Generally a full-time student load is 20 hours scheduled attendance per week. At the commencement of each term the PEO must review student programs to ensure that each student maintains a full-time load and will complete their course within the expected duration of study.



IIBT will consider extending the overseas student's enrolment if:

- IIBT has assessed that there are compassionate or compelling circumstances and there is evidence to support this assessment;
- IIBT has implemented, or is in the process of implementing, an intervention strategy for the overseas student who is at risk of not meeting course progress requirements; or
- an approved deferral or suspension of the overseas student's enrolment has occurred.

A written advice should be sent to these students of potential impacts on their student visa, together with their updated letter of offer.

Any extension to the duration of a student's course must be notified by the Institute on PRISMS and if necessary a new eCoE issued.

Any extension to the duration of a student's course, and the reasons for the extension, must be recorded by the Institute on the student's file

'Compassionate or compelling' circumstances are generally those beyond the control of the overseas student and which have an impact upon the overseas student's course progress or wellbeing. These could include, but are not limited to:

- serious illness or injury, where a medical certificate states that the overseas student was unable to attend classes
- bereavement of close family members such as parents or grandparents (where possible a death certificate should be provided)
- major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the overseas student's studies; or
- a traumatic experience, which could include involvement in, or witnessing of a serious accident; or witnessing or being the victim of a serious crime, and this has impacted on the overseas student (these cases should be supported by police or psychologists' reports)
- where IIBT was unable to offer a unit, or the overseas student has been granted credit transfer and therefore faces a shortage of relevant units for which they are eligible to enroll in a given study period.

IIBT will use its professional judgement to assess each case on its individual merits.

Students not meeting course progress requirements

- Students will be notified that they have been identified as not meeting satisfactory course progress and are classified as a student at risk.
- Students are required to undergo counselling and are placed on an Intervention Strategy in the succeeding study period.
- Course Progress Interventions are recorded and maintained.
- Lecturers, Trainers and Assessors and Teachers are required to report progress to the division manager



- Students who have failed more than 50% of their study load in two consecutive study periods will be issued a Notice of Intent to Cancel (International Students). They will have a period of 20 days in which to appeal the decision to cancel their enrolment in writing.

Course Attendance

All IIBT staff are advised that a student may be at risk of failing if they are falling behind in consistent attendance of their course. Students who are at risk of falling below 80 % are in contravention of IIBT's rules of enrolment and the conditions of their student visa (International Students) and will be at risk of having their enrolment suspended or cancelled.

Lecturers, Trainers and Assessors and Teachers will:

- Monitor student's attendance
- Report any concerns about the welfare and whereabouts of students to IIBT management

IIBT Academic Management (or delegate) will:

- Request a medical certificate where a student is reporting health issues causing course attendance difficulties.
- For international students, advise students in writing if they are demonstrating consistent non-attendance and are at risk of falling below 80% attendance in contravention of IIBT policies and procedures for course enrolment and, for ELICOS students, the conditions of their student visa

Intervention Strategies and Intention to Report

- Appropriate interventions may include the following:
 - counselling concerning the appropriateness and suitability of courses undertaken by the student
 - guidance and reference to the units of study undertaken
 - reduction in course load (refer to course load monitoring policy)
 - meeting 100% attendance requirements
 - additional English language support
 - knowledge and practical skills support from Academic lecturers, trainer/assessors, or teachers
 - invitation for inclusion in supporting study groups or tutoring
 - assigning a trainer/mentor/peer support person for ongoing monitoring
 - information concerning the rescheduling of re-assessment events
 - information concerning the potential need to report the student to DHA if they maintain unsatisfactory course progress for two consecutive study periods
 - referring the student to IIBT's Complaints and Appeals Policy and procedures



Reporting Unsatisfactory Progress

- i. Any student who has failed more than 50% of the units/subjects delivered in a single term is deemed to be at risk of not meeting course progress requirements and an intervention strategy will be activated to assist the student in improving their course progress. Any student who fails more than 50% of the units for three consecutive terms for courses more than six (6) months in duration or in two consecutive terms of a course for courses less than six (6) months in duration is issued with an Intention to Report Letter.
- ii. The Course Coordinator sends the student the following letters, as applicable, outlining the steps the student must take to improve his/her progress:
 - a) **Academic Warning Letter 1** applies to students who have failed more than 50% of the units for the term. This Letter is sent at the end of the terms of the study period and applies to students who fail more than 50% of the units delivered in the first term of the study period.
 - b) **Academic Warning Letter 2** applies to students who have failed more than 50% of their units for the two consecutive terms (courses more than six (6) months in duration), or the second term (courses six (6) months or less in duration). This Letter is sent at the end of the terms (courses more than six (6) months in duration) or week seven (7) in the second term (courses six (6) months or less in duration).
 - c) **Intention to Report Letter** applies to students who failed more than 50% of the units in three consecutive terms for courses more than six (6) months in duration or in two consecutive terms of a course for courses less than six (6) months in duration. The intention of this Letter is to notify the student of the Institute's intention to report the student to DHA for unsatisfactory course progress.
- iii. If a student is issued with an Intervention Academic Warning Letter, the student must organise a meeting with the Course Coordinator where the following steps will be taken:

The student is counselled regarding his/her progress.

 - a) The student is given the opportunity for reassessment or to increase their attendance rate within an agreed timeframe. The fee for reassessment is specified in the Institute's fee schedule and the Reassessment Policy.
 - b) Strategies/interventions may include additional study suggestions and referral to other support services such as:
 - Academic skills support by trainers
 - Additional English support
 - Additional tutoring/study group
 - Increased monitoring
 - Personal counselling
 - Placement in a more appropriate class; and
 - Reduction in study load
 - c) The Course Coordinator records in the student's file the outcomes of any counselling session(s) and support services, including reassessment provided to the student as part of the intervention strategy.



- iv. If a student is issued with an Intention to Report Letter, the following steps are taken:
- a) Students have 20 working days from the date of the Intention to Report Letter appeal the Institute's decision.
 - b) Appeals will be assessed in accordance with the Institute's student complaints and appeals policy and procedures.
 - c) After completion of the appeals periods, students will be reported to DHA for their unsatisfactory course progress if any of the below occurs:
 - The student chooses not to appeal
 - The student has not chosen to access the complaints and appeals process within the 20-working day period
 - The student withdraws from the appeals process
 - The outcome of the appeals process favours the Institute's decision

INTENTION TO REPORT

The student will be warned that they will be reported to the Department of Home Affairs (DHA) for not achieving satisfactory course progress (Intention to Report).

Where a student has failed to demonstrate satisfactory course progress and/or attendance in line with the Attendance Policy and Course Progress Policy they will be sent an email via their provided email address notifying them that the Institute intends to report them for not achieving satisfactory course progress.

Students will be informed that they have 20 (Twenty) working days from the date of the Intention to Report Letter within which to appeal to the Institute. If the student does not respond, if the appeal is not upheld or if the student withdraws from the appeal process, then the Institute must report the student to DHA.

Appeal Procedures

The grounds on which a student may appeal the assessment decision include:

- IIBT's failure to record or calculate a student's marks accurately
- compassionate or compelling circumstances
- IIBT's failure to implement its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student

All appeals must be made in writing together with a completed Student Complaints and Appeals Form within 20 working days and will be assessed in accordance with the Student Grievances, Complaints and Appeals Policy and Procedures.

On receiving a student's appeal against a report of unsatisfactory progress in two consecutive study periods, IIBT will ensure that:

- The appeal is recorded in writing by the student and that the written appeal is provided to IIBT management for immediate consideration.



- If the appeal is successful and the student is found to have a course progress that is above 50% the student will not be reported to DHA via PRISMS and there will be no further requirement for intervention strategies
- If the appeal is unsuccessful, the student will be referred to the nominated external independent mediator (refer to Complaints and Appeals Policy)
- If the Appeal does show that the student has demonstrated unsatisfactory progress but there are compassionate or compelling reasons for their lack of progress, ongoing support must be provided through IIBT's intervention strategy, and the student is not reported to DHA via PRISMS.

The PEO's delegate must notify the Secretary of Department of Education and Training through PRISMS as soon as practicable after receiving a final report of unsatisfactory course progress.

END OF DOCUMENT
