

### Purpose

This policy outlines how Australasian Academy of Cosmetic Dermal Science (AACDS) will monitor and assess course attendance and progress of each student holding a student visa, with the aim of identifying and offering support to students who are at risk of failing to make satisfactory academic progress

### Responsibility

Principal/RTO Manager

### Implementation

Course coordinators, Lecturers, Student Support Officer

### AACDS Satisfactory Course Progress Policy

AACDS requires each student to progress through the course of study at a rate that will enable the student to complete the course in the nominated duration. The attendance of each student enrolled will be closely monitored to ensure there is a full time study commitment.

To maintain a full time study commitment no student's attendance can fall below 80% in any semester (18 week period). The Lecturer will internally monitor and record the students attendance in every class and will be responsible for reporting the student's attendance to the Course Coordinator/Student Support Officer if the student misses 2.5 classes (20%) of a unit in any 18 week study period.

In the case of illness or bereavement, students must provide evidence of each event by providing a Medical Certificate from a Registered Medical Practitioner. The lecturer will take a copy of the medical certificate to be placed in the students file. Students should keep the original copy.

### AACDS Satisfactory Academic Progress Policy

AACDS policy on Academic Performance states that students must obtain "**Competency**" in all summative assessments and at least a grade of 60% in all formative assessments. If a student is deemed "**Not Yet Competent**" in any one assessment or fails to achieve a grade of 60% in a formative assessment, they and will have one further opportunity to be deemed competent.

Each student's academic standard is internally monitored and recorded by their lecturer for each and every unit of study. Students receive feedback on the results of every assessment. If a student fails to meet the above academic standard in any assessment the student will be deemed to be at risk and offered support and intervention strategies by their lecturer.

### Student Support and Intervention Strategies

Each lecturer will report a student who is at risk to the Course Coordinator /RTO Manager through their classroom monitoring of academic progress and attendance. The student will be notified by the lecturer that a support meeting is to take place between the student and the lecturer and/or Course Coordinator/RTO Manager to put in place early support and intervention strategies.

These intervention strategies may consist of:

- attending special tutorials and/or coaching
- receiving assistance with personal issues that are influencing progress

Intervention measures discussed and the strategies implemented will be recorded by the staff involved in the meeting. This will include a designated time frame to review the student's progress and this time frame will be determined on a case by case basis.

A copy of discussions, strategies implemented and the review period will be kept in the students file.

It is the student's responsibility to follow through with the programme of support and strategies implemented on their behalf as well as to maintain contact with the staff involved.

The student will be monitored throughout the duration of their documented strategies by their lecturer and if improvement in their academic and/or attendance performance is observed by the lecturer and only after approval by the Course coordinator /RTO Manager the intervention strategy will be withdrawn and/or adapted accordingly.

If the student has not met AACDS Academic Progress and /or Course Progress requirements after support and intervention within the designated time frame the student will be informed in writing of AACDS's intention to report the student to Department of Education, Employment and Workplace Relations (DEEWR) via Prisms for unsatisfactory student progress. The letter will also inform the student of their right to lodge an appeal through AACDS Complaints and Appeals Process and that the student has 20 working days from the nominated date in which to do so. All following action will be taken in accordance with the AACDS Appeals and Complaints Policy

Evidence will be obtained in the student's file of the written notice to report, documentation of the Complaints and Appeals Process and if applicable a copy of a Section 20 notice of final reporting to DEEWR via Prisms.