

# Progress and Intervention Policy

## Colleges of Business and Technology (WA) Pty Ltd

Trading as Curtin College, a member of Navitas Pty Limited

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## Document

<b>Document Name</b>	Progress and Intervention Policy
<b>Brief Description</b>	The Policy outlines the principles under which Curtin College will determine satisfactory academic progress, monitor student academic progress to identify students in need of an intervention strategy and offer support to students at academic risk.
<b>Responsibility</b>	Academic Director
<b>Initial Issue Date</b>	24/2/2021

## Version Control

Date	Version	Summary of Changes	Reviewer Name and Office
24/02/2021	5.5	Major review of document to align with changes in regulatory obligations	Academic Director
06/04/2023	6.0	Major review of document	Academic Director
27/11/2024	6.1	Major review of document	Academic Policy Working Group

## Related Documents

Name	Location
Academic Integrity Policy	Curtin College Website
Access, Diversity, Equity and Inclusion Policy	Curtin College Website
Appeals Policy	Curtin College Website
Assessment Policy	Curtin College Website
Fitness to Study Policy	Curtin College Website
Support for Students Policy	Curtin College Website
Student Wellbeing, Counselling and Support Policy	Curtin College Website

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## 1. Purpose and Scope

- 1.1. The Policy outlines the principles under which Curtin College will:
  - a) determine satisfactory program progress;
  - b) monitor student academic progress to identify students in need of an intervention strategy; and
  - c) offer support to students at academic risk.
- 1.2 This Policy is supported by the [Progress and Intervention Procedure](#).
- 1.3 This Policy applies to all students at Curtin College and its Partner Provider(s).

## 2. Academic Progression Status

- 2.1 Students are expected to complete their program within the standard full-time duration of the program.
- 2.2 As a provider of pathway education, Curtin College recognises that academic success is impacted by a variety of factors.
- 2.3 The College will demonstrate a whole-of-institution approach to Student success and Academic Progression. This includes ensuring that:
  - a) admission standards are appropriate for each program;
  - b) orientation and transition activities provide guidance and information to enable Students to engage effectively with their program and the College;
  - c) high-quality curriculum and high-quality teaching are provided to all students; and
  - d) students are encouraged to and educated about how to participate actively and positively in teaching and learning environments.
- 2.4 A range of academic measures to support student success will be provided to students, as outlined in the *Assessment Policy and Assessment Procedures*, including: holding early, low-weight assessment to provide feedback on learning; use of formative assessment where relevant and possible; an educative approach to academic integrity; and integration of English and academic language development into both academic skills and discipline foundational units.
- 2.5 Academic support for students with disability and social issues that impact learning will be provided, including making reasonable adjustments, as outlined in the *Access, Diversity, Equity and Inclusion Policy*.
- 2.6 Curtin College's will provide whole-of-student support across the student lifecycle, as identified in the *Support for Students Policy* and the *Student Wellbeing, Counselling and Support Policy*.
- 2.7 Curtin College will provide academic support to all students irrespective of educational background, entry pathway, program, destination degree or place of study and will conduct ongoing academic performance monitoring.
- 2.8 The College uses a three-tiered, system to identify a student's Academic Progression Status. Academic status will be assigned from one of three categories:

<b>Academic Status</b>	<b>Description</b>
Good Standing	The student is achieving satisfactory program progress and is permitted to continue in the program and to re-enrol.
Conditional	The student is at risk of not achieving satisfactory program progress but is permitted to continue in the program and to re-enrol, under such conditions as may be determined by the Board of Examiners, Appeals Committee or Academic Director.
Terminated	The student has not achieved satisfactory program progress or is deemed academically unsuitable and their place in the program is Terminated. The student is not permitted to continue in the program or to re-enrol without appropriate approval.

### 3. Program-Specific Progression Requirements

- 3.1 Where a program has further requirements for progression in addition to the criteria for Academic Progression status, the College will document these requirements and provide them to all students prior to enrolment.
- 3.2 The College will outline how the additional requirements will be assessed over the duration of the program and will explain the impact these requirements may have upon student progression.

### 4. Monitoring and Intervention

- 4.1 Curtin College will monitor individual student Academic Progression and offer support to students at academic risk.
- 4.2 The College will offer offers timely and personalised academic intervention for all students who are at risk of not achieving satisfactory program progress requirements. This will involve:
  - a) promoting to Students the importance of a proactive approach to their learning to ensure satisfactory academic progression;
  - b) Student and Academic Services (SAS) staff and academic staff working in partnership to ensure early identification and appropriate intervention; and
  - c) students and staff working in partnership to fulfil responsibilities of specified actions and review.
- 4.3 If there are reasonable grounds to believe that a student is (or will be) unable to complete the inherent (specific) requirements of a program, the student will be advised of the potential issue and given the opportunity to make an informed decision with respect to program/unit selection and onward progression. Whilst it is recognised that reasonable adjustments to assessment tasks (set out in the *Assessment Procedure*) will be sought wherever possible, there are some situations where such adjustments are not possible (e.g. because of accreditation requirements). In this case, the College will identify potential alternative program pathways and/or exit awards and will confirm these in writing with the student.

## 5. Compliance

- 5.1 Students with concerns related to their Academic Standing will be encouraged to speak to their Program Manager.
- 5.2 Students who are not satisfied with a Curtin College decision on Academic Progression may lodge an appeal, as per the College's [Appeals Policy](#).
- 5.3 Students will be made aware of this Policy during Orientation and details of its location are included in the *Student Handbook*.
- 5.4 The Policy will be made available on the Curtin College website.
- 5.5 This Policy has been prepared in accordance with relevant legislation, including:
- a) [National Code of Practice for Providers of Education and Training to Overseas Students 2018 \(legislation.gov.au\)](#) ;
  - b) [Immigration Act](#);
  - c) [Higher Education Standards Framework \(Threshold Standards\) 2021](#);
  - d) [Higher Education Support Act 2003](#); and
  - e) [Legislative Framework for ESOS Act](#)

## 6. Policy Review

- 6.1 This Policy will be reviewed at least every 24 months and at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines to ensure alignment with the appropriate strategic direction and continued relevance to Curtin College's current and planned operations.

## 7. Records Management

- 7.1 All records in relation to this document will be managed as follows:

Record type	Owner	Location	Retention	Disposal
Policy	Academic Director	Shared Drive and Website	Perpetual but subject to annual review. Major change will see this version archived into the archive library and the revised version published College website	Archived into the archive library