Progress and Intervention Policy (CC)

Colleges of Business and Technology (WA) Pty Ltd
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Document

Document Name	Progress and Intervention Policy (CC)
Brief Description	This Policy document sets out how students enrolled at Curtin College will be considered to be making good progress through their courses of study and what intervention strategies will be implemented to assist students at risk.
Responsibility	Academic Director
Initial Issue Date	24/2/2021

Version Control

Date	Version No.	Summary of Changes	Reviewer Name and Department/Office
24/02/2021	5.5	Major review of document to align with changes in regulatory obligations	Academic Director (CC)
March 2023	6.0	Major review of document	Academic Director (CC)

Related Documents

Name	Location
Appeals Policy	Curtin College's Website
Board of Examiners Process	Internal, H Drive
Progress and Intervention Procedure	Curtin College's Website
Access, Diversity, Equity and Inclusion Policy	Curtin College's Website
Deferral, Suspension & Cancellation Policy	Curtin College's Website
Transfer Between Registered Provider Policy	Curtin College's Website

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1. Purpose and Scope

1.1 Purpose

The Policy is designed to provide students and staff with clarity as to what is considered to be satisfactory course progress.

Student academic progress is monitored to identify students in need of academic, attendance and wellbeing intervention strategies.

The College adopts a whole-of-institution approach to student success and academic progression. This includes ensuring that:

- admission standards are appropriate for each Program;
- orientation and transition activities provide guidance and information to enable students to engage effectively with their studies;
- high-quality curriculum is provided to all students;
- the College delivers high-quality teaching;
- Unit Coordinators and Teachers closely monitor student academic performance within their units and implement class, cohort and/or individualised interventions to help improve student performance, and within a given unit, will assist students seeking academic support or advice;
- Program Managers and Discipline Leads will assist students seeking support or advice, particularly relating to a student's progress within their program of study;
- students are encouraged to participate actively and positively in teaching and learning environments;
- the Curtin College Student Counsellor is available for addressing students' personal needs such as dealing with stress, depression, or other similar issues. Students can make an appointment via their Student Portal/Study Kiosk;
- the Curtin College Student Learning Advisor is available for addressing students' academic support needs, including referencing, time management or other similar issues. Students can make an appointment via their Student Portal/Study Kiosk.

This policy document describes the College's specific interventions concerning transition, attendance, early assessment, and minimum academic progression. This policy and related procedure are not an exhaustive list of support provided to students but are a baseline for what students should expect in each of the circumstances detailed below.

1.2 Scope

This policy applies to all students enrolled at Curtin College and its Partner Provider[s].

2. Orientation

2.1. Students will be informed of support offered by Curtin College during Orientation.

2.2. Successful transition into courses of study is achieved through orientation sessions that are tailored to the needs of student cohorts and include specific consideration for international students adjusting to living and studying in Australia and/or Singapore.

2.3. Specific strategies support transition, including:
- assessing the needs and preparedness of individual students and different cohorts;
- undertaking early assessment or review that provides formative feedback on academic progress and is able to identify needs for additional support, and
- providing access to informed advice and timely referral to academic or other support.

2.4.   During Orientation all students are advised that if, after enrolling and commencing their study, find their study load too much to cope with, they can reduce their study load to 75%. Students are advised that they have up to Census Date of the Study Period to withdraw from a unit without financial or academic penalty.

3.   Support in Transition to Curtin College

3.1.   As part of Curtin College's Admissions Process, students will have an opportunity to share whether they require extra academic support and or have a disability. Students can be offered reasonable adjustments as part of Learning Access Plans (LAPs).
Refer to the College's Access, Diversity, Equity and Inclusion Policy.

3.2.   Diagnostic testing will be offered to students within the first two weeks of the student's first study period. This may take the form of an English diagnostic test, mathematics diagnostic test, or similar. Students whose diagnostic test results fall below a certain threshold may be offered or required to take up additional support by the College.

3.3.   Curtin College will ensure that all Unit Outlines contain information about support that is available to all students.

4.   Early Assessment and Early Intervention

4.1   Curtin College will ensure students in their first study period, studying a full-time workload, will undertake early assessment in at least one of their units.

4.2   Unit Coordinators and Teachers will closely monitor student academic performance throughout the Study Period and regularly implement class, cohort and/or individualised interventions to help improve student performance.

4.3   Where a student in the first study period is deemed to have failed or require additional support after an Early Assessment, or where a unit does not have an Early Assessment, fails the first assessment with a weight of or above 5%, will be contacted, advising of support options, and an invitation to meet with a Curtin College staff member.

4.4   Where a Curtin College staff member believes a student may require support for reasons outside of Early Assessment or a failed first assessment, they may refer the student to the Student Learning Advisor, Student Counsellor, or for other action.

5.   Attendance and Intervention

5.1   Curtin College students are expected to attend all timetabled classes and activities.

5.2   Students are expected to arrive at the classroom slightly prior to the timetabled time, as classes will usually start exactly at the specified start time.

5.3   Curtin College, with some exceptions, takes the attendance of students for each class. Exceptions may include units that are delivered at Curtin Singapore, Service Taught or delivered by Curtin University, large lectures, or as otherwise designated by the Academic Director.

5.4   Students whose attendance falls below a designated threshold (Australia – 80%, Singapore – 90%) will be notified. The notification will outline support mechanisms and be accompanied by an invitation for the student to seek academic, learning and/or wellbeing assistance.

5.5   In addition to negative academic outcomes, low attendance may also affect a student in other ways. These include:
- In Australia, attendance less than 80% may have an effect on student visas, Centrelink, and/or FEE-HELP eligibility and obligations.
- In Singapore, attendance less than 90% per month for each unit will impact student visa conditions and can lead to cancellation of Student's Pass.

5.6   Where required by law, Curtin College will share student attendance information with relevant government departments. In the case of Australia, this may include Centrelink and Home Affairs. In the case of Singapore, this may include the Immigration & Checkpoints Authority (ICA).

6.   Satisfactory Course Progress

6.1   Curtin College students are expected to make progress though their course of study.

6.2   Curtin College will ensure support is available to students that are at risk of not meeting satisfactory course progress.

6.3   A student that is experiencing difficulties with their study will have access to the College's academic and welfare support resources to maximise their chance of success.

6.4   Curtin College has three (3) Academic Standings to identify a student's academic standing at the College, these standings are assigned at the Board of Examiners.

6.5   At the conclusion of a given study period the Board of Examiners will review each student that received results within that period and assign one of the following Academic Standings to each student:

6.5.1 **Good Standing** – is applied to a student:
- at the commencement of their first Study Period at the College; or
- who is making satisfactory Academic Progress during their program.

6.5.2 **Conditional –** applied to a student:
- who is at risk of being Terminated from their Program as a result of unsatisfactory Academic Progress but permitted to continue their studies at the College;

- a student who is enrolled in their first Study Period following re-Admission or re-enrolment in the same or a different Program at the College after a Termination has been imposed.

- meets the criteria outlined in section 6.6, Conditional.

6.5.3 **Terminated** – applied to a student:
- who has not met satisfactory Academic Progress and have been precluded from enrolment or continuing their studies at the College.

6.6 The criteria for determining a student's Academic Standing are as follows:

Criteria	Decision	Name
In the study period just ended, as a minimum a student will meet the following: • Pass more than 50% of enrolled units each study period	Will be given an academic status of Good Standing, unless other criteria for Conditional or Terminated status are also met.	**Good Standing**
In the study period just ended, one or more applies: • The student fails 50% or more of enrolled units • Fail any unit for the second time, that is not a Service Taught unit or Master's Qualifying Program Unit	Will be given an academic status of Conditional and a Documented Intervention Strategy will be provided to the student.	**Conditional**
In the study period just ended: • Student fails a Service Taught unit or a Master's Qualifying Program unit	May be given an academic status of Conditional and this may continue in subsequent study periods until the failed unit is passed. A Documented Intervention Strategy will be provided to the student.	
A student will have an academic status of Conditional in the study period just ended (unless it is the student's first study period) and meet one or more of the following: • Fail 50% or more of enrolled units • Fail any unit a third time	May be given an academic status of Terminated if a Documented Intervention Strategy was provided to the student. *(If the student meets the Terminated criteria on more than one occasion and a documented intervention strategy was provided to the student, it is normally expected that their place in the program will be Terminated.)*	**Terminated**
If a student repeatedly fails one or more units three times or more OR Fails any unit a second time that is a Master's Qualifying Program Unit or a Service Taught Unit OR Doesn't complete at least 100 credits (usually four units) over the previous year.	May be given an academic status of Terminated if a Documented Intervention Strategy was previously implemented for the student.	

6.7 Students with concerns related to their Academic Standing may lodge an appeal, as per College's [Appeals Policy](#).

7. Program Articulation Requirements

7.1 *Diploma students progressing from Diploma (Stage 1) to Diploma (Stage 2)*
Students must successfully have completed a minimum of 150 credit points, the required program pre-requisites and program specific requirements, to progress to Diploma (Stage 2) with the exception of Health Sciences.

Health Science students must complete Stage 1 (200 credit points). Students in the following disciplines must achieve the following in order to progress to Stage 2:
- Pharmacy and Physiotherapy to achieve a minimum 65% Course Weighted Average (CWA)
- Pharmacy students to achieve a minimum of 65% in Chemistry (CHE01S1)
- Laboratory Medicine to achieve a minimum 60% CWA

7.2 *Diploma students progressing from Diploma (Stage 2) to Curtin University's Bachelor Degree*
Students must successfully complete all of the prescribed units in the Diploma to progress to the Second Year of the Degree program at Curtin University with advance standing for up to 200 credit points.

Students in the following disciplines must achieve the following Course Weighted Average in order to progress to second year of the Bachelor degree.
- Pharmacy – 75%;
- Physiotherapy – 65%;
- Laboratory Medicine – 60%;
- Computing – 75%.

7.3 *Master Qualifying Program students progressing to a corresponding Curtin University's Master Degree*
Students must successfully complete all of the prescribed units in the Master Qualifying Program to progress to the Master Degree program at Curtin University.

7.4 Students failing to meet the specific program and/or stream articulation requirements are recommended to meet with the relevant Program Manager to discuss their study options.

8. Compliance

8.1 General

8.1.1 Students are made aware of this Policy during Orientation and details of its location are included in the 'Student Handbook'.

8.1.2 Staff are made aware of this Policy as part of their induction process and in Policy Update Sessions during General Staff meetings.

8.1.3 The Policy is available in the published library of the Policy HUB and both staff and students are able to access it at any time.

8.2 Relevant Legislation

8.2.1 This Policy has been prepared in accordance with relevant legislation as outlined below.

8.2.2 Curtin College ("**College**"), as a registered higher education provider, is obliged to meet the requirements for progression and intervention as set out in the *National Code of Practice for Providers of Education and Training to Overseas Students 2018 ("**National Code**")*

8.2.3 *The Higher Education Standards Framework (Threshold Standards) 2021,* in Domain 1 also stipulates that the College must monitor and manage student progression and ensure appropriate provision is made for students at risk.

8.2.4 Priority legislation for the purposes of this policy include:
- The National Code: National Code of Practice for Providers of Education and Training to Overseas Students 2018 (legislation.gov.au)
- Immigration Act: https://immi.homeaffairs.gov.au/visas/getting-a-visa/visa-listing/student-500
- HESF: Higher Education Standards Framework (Threshold Standards) 2021 (legislation.gov.au)
- ESOS Act: Legislative Framework for ESOS Act

9. Review

9.1 This Policy is tested and reviewed at least every 24 months and when at the time of any changes to the regulatory compliance requirements, legislation, regulation and guidelines.

9.2 This review process aims to ensure alignment to appropriate strategic direction and continued relevance to Curtin College's current and planned operations.

10. Records Management

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

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