



THE CENTRE OF EXCELLENCE

Vocational Course Progress

1.0 Recording Student Results

- 1.1. When a Unit of Competency or Cluster has been completed, the trainer records the students' final results on the Student's training plant.
- 1.2. The trainer emails the Student's results to the admin officer (via the nominated email address/ in person).
- 1.3. The Admin Officer checks the Students results to ensure all information is correct:
 - Students name
 - Course Title and Course Code
 - Date of completion
- 1.4. The admin officer uses the Students results to enter the competencies into the student management system (Icare).

2.0 Achieving Satisfactory Course Progress

- 2.1. Students who achieve competency will be deemed to have achieved satisfactory course progress.
 - 2.1.1. If a student does not complete in-class practical activities to achieve the level of understanding, knowledge and skills necessary, they will be deemed Not Yet Competent and they will be required to repeat the unit of competency

3.0 Monitoring Course Progress

- 3.1. Course progress will be checked against completion of course within the specified duration.
 - 3.1.1. Any student who is identified as not completing their course within expected duration will be contacted to rectify the situation through consultation with the Director of Studies. For further guidelines please refer to SMP 32 Extension of Course Duration.
- 3.2. The Director of Studies initiates the intervention process, ensuring that the intervention strategy is activated within the first four weeks of the following study period.
 - 3.2.1. Each student who has been identified as not making satisfactory course progress will be contacted by the Director of Studies to make an appointment to discuss their course progress.



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4.0 Support/Intervention

- 4.1. Where a student has been identified as being at risk of not making satisfactory course progress, support/intervention strategies are considered to assist the student.
 - 4.1.1. The student's records are considered as part of the intervention strategy, in particular:
 - results
 - attendance records
 - previously implemented intervention strategies
 - 4.1.2. The following intervention strategies are considered on a case-by-case basis:
 - i. Assistance with academic skills such as essay & report writing, meeting assessment requirements and research skills
 - ii. Attending a study group.
 - iii. Opportunity for reassessment.
 - iv. Changing courses.
 - v. Mentoring by the trainer or nominated student.
 - vi. Referral to external organisation for assistance.
 - vii. Reduction in course load.
 - viii. Combination of strategies outlined above.
- 4.2. The student meets with the Director of Studies to discuss and agree to the intervention strategy and SMF 16 Intervention Record is completed and signed off by the Director of Studies and the student.
 - 4.2.1. A copy of the intervention record is given to the student, and a copy is kept in the student's file.
- 4.3. The student is monitored every 10 weeks on the agreed intervention and strategies are altered accordingly when required.
 - 4.3.1. If the intervention strategies are altered, a new SMF 16 Intervention Record must be completed and signed off.
- 4.4. Where a support/intervention strategy is implemented the student will be required to meet the Director of Studies on a regular basis for follow up.
 - 4.4.1. All meetings with the student are to be recorded using SMF 10 Diary Note Form and a copy kept on the student's file.
 - 4.4.2. Each SMF 13 Diary Note Form needs to be signed by the Director of Studies and the student.



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5.0 Unsatisfactory Course Progress

- 5.1. Written notification will be given to the student advising them they have 20 working days to lodge an internal appeal. (See SMP 9 Student Complaints and Appeals Procedure).
- 5.2. A student's internal appeal will be considered in the following circumstances:
 - i. The student's marks have been calculated incorrectly.
 - ii. Compassionate or compelling circumstances apply (see SMP 31 Compassionate and Compelling Circumstances).
 - iii. An intervention strategy or other policies were not implemented according to CoE's documented policies and procedures that have been made available to students via www.coe.vic.edu.au.
- 5.3. Where a student lodges an appeal the student will only be reported when the appeal process is completed, that is; CoE's internal appeals process plus one external appeal (if required) and the appeal decision does not favor the student.
- 5.4. The student is to maintain their enrolment throughout the appeals process.

6.0 Erratic Course Progress

- 6.1. Where a student is deemed to be erratic in their course progress through the monitoring process they may have their enrolment cancelled. Refer to SMP 35 Deferral, Suspension and Cancellation Policy for more information.