

## **P.03.05b**

# **OVERSEAS STUDENT VISA REQUIREMENTS (MONITORING OVERSEAS STUDENT PROGRESS, ATTENDANCE AND COURSE DURATION) POLICY AND RISK INTERVENTION PROCEDURE**

### **1.0 Introduction**

1.1 In line with the National Code of Practice for Providers of Education and Training to Overseas Students - National Code 2018, Standard 8, AVETA has specifically design this policy and procedure to ensure that AVETA will:

- monitor the course progress and attendance of each overseas student to ensure the overseas student is in a position to complete their VET course within the expected duration that is specified on the overseas student's CoE:
  - AVETA has determined that all students should attend all timetabled classes for the course they are enrolled in.
  - It is the responsibility of each Trainer to monitor their student using AVETA's attendance sheet. These would be handed to Admin at the end of the week. Admin will monitor the attendance using the attendance tracker. Students absent from their scheduled classes would be send an email reminding them to attend their classes. Trainer will take into account each student's attendance, and their current course progress in completing their course of studies within the enrolment period of their CoE.
    - Specifically, if a VET student does not complete a Unit of Competency within the timetabled period for that Unit of Competency, the Trainer will automatically determine that the student is unlikely to complete their course of studies within the enrolment period of their CoE. Accordingly, the Trainer will evoke AVETA's intervention strategy with the particular student; which they will document and place on the student's academic file; utilising the re-assessment and catch-up days in the timetable for this purpose.
    - **If a student needs to catch-up SIT Qualifications:**
      - When a student does not attend a timetable day for a Commercial Cookery Unit of Competency where AVETA has provided ingredients for that student to provide performance evidence for that Unit on that day, because additional ingredients will need to be purchased on the catch-up day the student will be required to pay an additional material fee of \$250 for that Unit.
      - Alternatively, when a student does not attend on a day that does not require AVETA to purchase additional ingredients for the catch-up day, they will be required to pay an additional material fee of \$150 for that Unit.
    - **If a student needs to be re-assessed SIT assessments:**
      - When a student needs to be re-assessed, as the evidence they have submitted for summative assessment has been graded as NS- Not Satisfactory, for a Commercial Cookery Unit of Competency, AVETA will for the first re-assessment provide the ingredients at no charge to the student. However, if additional re-assessments are required, the student will be required to pay an additional material fee of \$250 per attempt.
      - Alternatively, when a student does not attend on a day re-assessment that does not require AVETA to purchase additional ingredients for that the first catch-up day, they will be required to pay an additional material fee of \$150 for any additional re-assessments.

- **If a student needs to catch-up BSB Qualifications:**
  - When a student does not attend a timetable day for a BSB Unit of Competency, who is enrolled in a BSB Qualification, for that student to provide performance evidence for that Unit on the catch-up day they will be required to pay an additional material fee of \$150 for that Unit.
  - If a student does not attend on a Catch-up, they will be required to pay an additional material fee of \$150 for any additional catch-up days.
- **If a student needs to be re-assessed BSB Qualification:**
  - When a student needs to be re-assessed, as the evidence they have submitted for summative assessment has been graded as NS- Not Satisfactory, for a BSB Unit of Competency in a BSB Qualification, AVETA will for the first re-assessment day, will not charge the student. However, if additional re-assessment days are required, the student will be required to pay an additional material fee of \$150 per re-assessment day.
- **For ELICOS students**, they will be required to complete two course progress Summative Assessments. They will be provided with specific feedback with regards to these two course progress results so that they can achieve the 60% benchmark for the four (4) English Proficiency Macros when undertaking the Level-up or End Level Summative assessments for each enrolled level within the General English or IELTS Preparation Courses. In addition, ELICOS must maintain 80% attendance or not be absent for more than five (5) days without approval, during their course of ELICOS studies. If students are not making satisfactory course progress or maintaining the 80% attendance requirement, the Trainer will evoke AVETA's intervention strategy with the particular student; which they will document and place on the student's academic file (see 2.0).
- The ELICOS Trainer will continue to monitor the student's course progress and attendance and if they believe, following the intervention, that the International student continues to be at risk of not making satisfactory course progress, the Trainer will arrange for AVETA to inform the student in writing of its intention to report the student and that they are able to access AVETA's appeal process within 20 working days.
- At the end of this period, after the appeals process (if actioned) is finalised and upholds AVETA's decision to report, AVETA will notify the Secretary of the Department of Education through PRISMS of the student not achieving satisfactory progress.
- Where the student's is reported to the Department of Education via PRISMS, AVETA will maintain a copy of this report on the student's file.

Note - The expected duration of study specified in the overseas student's CoE (issued by AVETA) will not exceed the CRICOS registered duration for each particular course.

1.2 AVETA will clearly outline and inform overseas students before they commence a course of the requirements to achieve satisfactory course progress and attendance (AVETA will publicise this information on its web-site, Student handbook; and on its Course Pre-enrolment information sheets as well as its Course Brochures).

## **2.0 ELICOS Courses on AVETA's CRICOS Scope of registration**

- 2.1 For ELICOS Courses on AVETA's CRICOS Scope of registration the minimum requirement for attendance is 80 per cent of the scheduled contact hours for each ELICOS course in which the overseas student is enrolled.
- 2.2 In addition, AVETA will assist overseas students through an intervention strategy if they are not achieving satisfactory course progress and/or attendance requirements.
- 2.3 AVETA's intervention strategy will identify, notify and assist overseas students who have been absent for more than five consecutive days without approval, or who are at risk of not meeting attendance requirements before the overseas student's attendance drops below 80 per cent. The intent of contacting these overseas students is to find out why they have been absent and to see what support AVETA may be able to offer the overseas student.
- 2.4 AVETA will keep records of all contact and counselling made with overseas students who have been absent for more than five consecutive days or where the overseas student is at risk of not attending at least 80 per cent of the course contact hours.
- 2.5 There is a circumstance where AVETA may decide not to report an ELICOS overseas student for falling below 80 per cent attendance - the overseas student is attending at least 70% of the scheduled course contact hours and provides genuine evidence of compassionate or compelling circumstances.

## **3.0 Extending course duration for all Courses on AVETA's CRICOS Scope of registration**

3.1 AVETA can only extend an overseas student's enrolment if:

- AVETA has assessed that there are compassionate or compelling circumstances and there is evidence to support this assessment;
- AVETA 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.

## 4.0 POLICY AND PROCEDURE

**4.1** AVETA's Trainers will monitor and assess the course progress and attendance of each of their International students.

**4.2** The Trainer will, on an on-going basis, evaluate each International student's performance, course progress and attendance for each Unit of Competency within a Qualification so that they can complete their studies within the student's period of study (CoE). On this basis, where necessary, the Trainer will evoke AVETA intervention strategy that has been specifically designed to assist students in completing their studies within the expected duration on the overseas student's CoE; utilising the re-assessment and catch-up days allocated in each timetable for this purpose.

**4.3** A Risk Intervention Meeting will explore alternative strategies so that the student is in a better position to achieve satisfactory course progress.

**4.4** The intervention strategy may also include reducing the enrolment load of a student who is having difficulty in making satisfactory course progress. This may lead to an extension to the duration of a student's course and the granting of a new CoE to reflect the extended period. AVETA will record this variation and the reasons for it on the student file.

### 4.5 If the student attends the Intervention meeting:

- a) The outcomes of this intervention process will be recorded and placed on the student's file with a copy provided to the student.
- b) Following the Risk Intervention meeting, the Trainer will continue to monitor the implementation of the strategy, and during this monitoring process if the AVETA Trainer believes that the student has not in good faith implemented the agreed strategy/s the Trainer will deem that the student has failed to meet satisfactory course progress.
- c) If the agreed intervention strategy is breached by the student and at that time the AVETA's Trainers also assesses them as not being able to complete their study within their period of enrolment, the AVETA Trainer will bring this to the notice of the Relevant Training Co-ordinator or Compliance Manager. The Relevant Training Co-ordinator or Compliance Manager will advise the Administrative Department that the student has breached their intervention strategy and that they should inform the student in writing of AVETA's intention to report them to the Department of Home Affairs for unsatisfactory course progress.

### 4.6 If the student does not attend the meeting:

- a) AVETA Training Co-ordinator, or Compliance Manager will advise the Admin Department so that a letter (Non-Attendance at Intervention Meeting) can be sent to the student advising them that a) they failed to attend the scheduled meeting, b) they are unlikely to achieve AVETA course progress requirement of completing all Units of Competency within their enrolment period, and c) that the student should contact AVETA to reschedule the meeting within 14 days. The Relevant Training Co-ordinator or Compliance at the end of the 14 day period will advise the Administrative Department that the student has not established any contact and should inform the student in writing of AVETA's intention to report them to the Department of Home Affairs for unsatisfactory course progress.

**4.7** AVETA's final written notice (of its intention to report the student for unsatisfactory progress) will inform the student that they can access AVETA's Appeals process and that they have 20 working days in which to do so. A student may appeal on the following grounds:

- i. AVETA's failure to record or assess a student's evidence (S- Satisfactory) accurately,
- ii. Compassionate or compelling circumstances, or
- iii. AVETA has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

**4.8** Where a student's appeal is successful, the outcomes may vary according to the findings of the appeals process.

- i. If the appeal shows that there was an AVETA error in recording or assessing a student's grade (S - Satisfactory or C - Competent) accurately and as a direct result the student actually made satisfactory course progress, AVETA will not report the student, and there will be no further requirement for intervention.
- ii. If the appeals process shows that the student has not made satisfactory progress, but there are compassionate or compelling reasons for the lack of progress, ongoing support will be provided to the student through AVETA's Student Supports Services, and AVETA will not report the student where:
  - a) a student has chosen not to access AVETA's appeals process within the 20 working day period, or
  - b) a student withdraws from the process, or the process is completed and results in a decision supporting AVETA (i.e. the student's appeal was unsuccessful)

**4.9** AVETA's Administrative Department will notify the Secretary of the Department of Education through PRISMS that the student is not achieving satisfactory course progress. A copy of this notification will be placed on the student's file.

## 5.0 REFERENCES

- ESOS National Code, Standard 8: Overseas student visa requirements

## 6.0 RELATED AVETA POLICIES AND PROCEDURES

- Reporting International Students via PRISMS Policy and Procedure
- Complaints and Appeals Policy and Procedure

## 7.0 DEFINITIONS

**AVETA's Course Progress Standard:** All International students are required to achieve competence in all Units of Competency for a course of study within the period of enrolment (CoE).

## 8.0 APPEALS

Students can appeal any decision made by AVETA in relation to this policy and procedure in accordance with the Complaints and Appeals Policy and Procedure (as outlined in Standard 6 of Standards for Registered Training Organisations (RTO) 2015).