

1. Purpose

This policy/procedure is to ensure that student course progress is monitored and reviewed, and that MAIT takes the intervention action when a student is at risk of not progressing satisfactorily or completing their course. The procedure ensures that MAIT fully complies with the Education Services for Overseas Students Act 2000 and the requirements of Standard 10 of the National Code of Practice 2007.

2. Scope

This policy applies to all MAIT students studying on student visas.

3. Policy Statement

Multilink Academy of Interpreting & Translating (MAIT) is committed to enabling and assisting students to complete their study within the expected timeframe. The progress of each student is monitored, recorded and assessed for each unit of the course they are enrolled in. MAIT takes proactive measures in notifying, supporting and counseling student who are at risk of failing to meet course progression requirements.

Students are required to successfully complete various tests, assessments, examinations, projects.

Definitions

- Study period – a study period for the Advanced Diploma of Translating course is defined as a term which is 10 weeks.
- At risk – a student who for any reason is considered as not, or potentially not, meeting course progress.
- Unsatisfactory course progress– where a student has not been successfully completing or demonstrating competency in at least 50% of the course requirements in that study period.
- Intervention strategy – any documented action targeted at addressing the needs of an ‘at risk’ student.

Document name	Monitoring Course Progress Policy & Procedure			Version no	1.0	Page 1
Created on	06/2013	Revised		CRICOS No: 03359M	RTO No: 40558	
Multilink Academy of Interpreting and Translating						

4. Procedures

4.1. Classroom monitoring and early intervention

Trainers will:

- 1) monitor each student's attendance, completion of course assignments, assessment tasks and overall performance in the unit(s) they deliver.
- 2) record each student's attendance at class
- 3) provide constructive ongoing feedback to students throughout the study period

If a student has been identified to be experiencing difficulty in their studies, the trainers will alert the Course Coordinator who will discuss with them and determine if the student is at risk of not making satisfactory course progress. The Course Coordinator meets with the student to discuss his/her issues and will offer counselling and establish a programme of support for the student.

4.2 Monitoring progress and intervention strategy

At the end of each study period, a formal review process is conducted to identify which students are at risk of not making satisfactory course progress. Students determined to be at risk (**students who failed more than 50% of the units attempted in a 10 week study period**) will meet with the Course Coordinator and the intervention strategy must be implemented. The following will be discussed to determine the best intervention strategy/strategies:

- a. the suitability of the course in which they are enrolled
- b. the opportunities for the students to be reassessed for tasks in units they had failed or deemed Not Yet Competent.
- c. counselling, support and welfare procedure to identify and assist a student where there may be compassionate or compelling circumstances impacting the student's capacity and/or ability to progress through the course.
- d. the student is advised that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DIAC and cancellation of his or her visa, depending on the outcome of any appeals process.

Document name	Monitoring Course Progress Policy & Procedure			Version no	1.0	Page 2
Created on	06/2013	Revised		CRICOS No: 03359M	RTO No: 40558	
Multilink Academy of Interpreting and Translating						

An Intervention Plan will be developed by the Course Coordinator in consultation with the trainer and student. The aim is to work out support mechanisms to assist the student in achieving competency. The plan could include:

- English language support
- Assistance with academic skills such as assignment writing, meeting assessment requirements and research skills
- Attending a study group
- Counseling with the Student Support Officer for assistance with personal issues affecting studies
- Referral to an external organization for assistance
- Opportunities for reassessment
- Mentoring by the trainer
- Reduction in course load
- Combination of the above

The Intervention Plan must contain a statement advising the student that unsatisfactory course progress while the student is subject to an Intervention Plan could lead to the Student being excluded from the Academy and reported to the DEEWR, which could result in the cancellation of his or her student visa.

A signed copy will be kept on the student's file.

4.5 Unsatisfactory course progress

If a student is deemed to have unsatisfactory performance subject to the Intervention Plan, the Course Coordinator will notify the student in writing of its intention to report the student to DIAC for unsatisfactory progress.

The written notice must inform the student has 20 working days to lodge a complaint or appeal as per the Academy's Grievance, Complaint and Appeal procedure. A student may appeal on the following grounds:

- i. Academy's failure to record or calculate a student's marks accurately,
- ii. Compassionate or compelling circumstances, or
- iii. Academy has not implemented its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

Document name	Monitoring Course Progress Policy & Procedure			Version no	1.0	Page 3
Created on	06/2013	Revised		CRICOS No: 03359M	RTO No: 40558	
Multilink Academy of Interpreting and Translating						