



Course Progression and At Risk Student Procedure VET

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Related Policy/Procedure:	➤ Course Progression and At Risk Student Policy VET		
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Course Progression and At Risk Student Procedure VET

Purpose

This Procedure sets out the process for Lyons College to determine unsatisfactory course progression and how “At Risk” vocational education and training students will be identified and dealt with.

Scope

This Procedure applies to students enrolled all VET units and courses.

Procedure

1. Students Identified “At Risk”

A student is deemed to be “At Risk” when they:

- fail 50% or more of units within a teaching period; or
- fail the same unit twice; or
- fail to attend five (5) scheduled classes in a row without prior approval of their trainer

When a student is identified as being “At Risk”, Student Administration will issue a warning letter.

This warning letter will include:

- the details of why Lyons College believes the student is “At Risk”
- what actions the student needs to take to maintain their enrolment
- what academic support is available to the student
- what non-academic support is available to the student
- possible outcomes including being discontinued

The warning letter may be electronic and emailed to the student.

If the student engages in the intervention strategy and meets the expectations that have been set (by the timeframes outlined in the warning letter) and is no longer deemed “At Risk”, no further action is required. The warning letter will be kept on the student file on Wisenet.

If the student does not engage with the intervention strategy or does not meet the expectations that have been set or does not do so within the timeframes outlined, their progress may be deemed as unsatisfactory.

2. Unsatisfactory Progress and Consequences for Students

Student progress is deemed unsatisfactory if they have been issued a warning after being identified as “At Risk” and they:

- fail a core unit in a subsequent teaching period; or
- fail 50% of their available units in a subsequent teaching period; or
- fail the same unit a third time; or

- exceed the maximum length of enrolment.

Students will be notified of their unsatisfactory performance in writing, detailing the reasons why their performance is unsatisfactory. This will be recorded and maintained on the student's file on Wisenet.

The student will have the opportunity to respond in writing and demonstrate why their enrolment should not be terminated. The student may also be invited to present their case to the Learning and Teaching Committee (LTC). The student will be able to have a support person attend if they are presenting to the LTC.

After consideration of any submission made by the student, Lyons College may:

- Impose conditions on the student's enrolment
- Require the student to undertake certain actions, such as, attending academic workshops, seminars or counselling
- Require the student take a leave of absence for a specified period
- Undertake any combination of the above actions; or
- Discontinue the student. This results in the termination of their enrolment, after a period of 12 months (or longer if specified by Lyons College) they will be eligible to re-apply for their course of study. Students who reapply for admission to a course after exclusion, must be approved by the Academic Manager to resume their studies. Students may be required to submit documentation as evidence to demonstrate their ability to succeed in the future in their chosen course.

The student will be notified in writing of the outcome after they have had the opportunity to respond. The written response must contain reason why Lyons College has determined the outcome as well as provide details of the student's rights to appeal the decision. All materials in relation to 'At Risk' students will be maintained on the student's file in Wisenet.

Students have the right to appeal the decisions made about conditions that are placed on their enrolment. Students may appeal on the grounds of new evidence or unfair treatment.

Students who have been sanctioned have the right to appeal any decisions which have resulted in their exclusion from their course of study. For more information, students to refer to the *Student Complaints and Appeals Policy*.

Course Progression and At Risk Student Procedure Flowchart

