



VET Course Progression and At Risk Student Policy and Procedure

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VET Course Progression and At Risk Student Policy and Procedure

Purpose

This Policy sets out how Lyons College will determine satisfactory course progression and how “At Risk” vocational education and training students will be identified and dealt with.

Scope

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

Background

Lyons College takes student progression seriously and considers it crucial to carefully determine where progress is unsatisfactory. The fair determination of expectations for progress, and the clear communication of these expectations to students, ensures transparency and early intervention to prevent student failure. This Policy has been created to establish a framework according to which progress will be deemed ‘unsatisfactory’.

Policy

1. Management of Academic Standards

Lyons College wants to ensure that students are given the best opportunity to succeed in their academic endeavours. To do this, early intervention is expected for At-Risk students. This give Lyons College the opportunity to provide support to the student and to assist the student to get back on track. In the event that the student does not improve, disciplinary action may need to be taken.

The Learning and Teaching Committee (LTC) reports to the Academic Board annually to review a range of data on all courses delivered at Lyons College, including student attrition, progression and completions. This will also include providing information and trends on At Risk students and how that affects attrition and progression rates.

A primary focus for Lyons College is to ensure that academic standards are maintained and that improvements are made when areas of concern are identified. This is part of Lyons College’s quality assurance and continuous improvement program which will be driven by identifying trends in student performance.

2. Access to Information

Lyons College must ensure under this policy that:

- All students have access to their academic performance record upon request
- All students shall have access to this Policy so that there is a clear understanding of relevant requirements and procedures
- All students shall be treated fairly and consistently throughout the entire review process
- Lyons College will provide all students with a notice of unsatisfactory performance in a timely manner (having had already intervened at an early stage in an attempt to correct such performance)

- Students have clear expectations of assessment processes and what constitutes satisfactory academic progress. Please see also Assessment Policy.

3. At Risk

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

- fail 50% or more units within a teaching period (1 term); or
- fail the same unit twice; or
- fail to attend five (5) scheduled classes in a row without prior approval of their trainer

Students will be issued with a warning letter when identified as “At Risk”. At this time, the student will be offered support and assistance to help them get back on track. It ought to be noted that informal intervention will be provided along the way where unsatisfactory academic performance is evident (which in many instances will not until reaching this point).

4. Unsatisfactory progress

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.

5. Consequences of Unsatisfactory Progress

Students will be notified of their unsatisfactory performance in writing, detailing the reasons why their performance is unsatisfactory.

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 reapply 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.

6. Appeals

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 and Procedure*.

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 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 outlines 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
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- 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

