



ROSEWOOD
INTERNATIONAL COLLEGE

Academic Monitoring Policy

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Academic Monitoring Policy

Under Section 19 of the ESOS Act, Registered Providers are required to report students who have breached the course progress requirements. Rosewood International College will monitor, record and assess the course progress of each student, for each unit of the course for which the student is enrolled.

If students do not meet the course progress requirements and have been deemed not yet competent on two attempts of one unit of competency, Rosewood International College will activate the Intervention Strategy.

The progress of students is monitored, recorded and reviewed at the end of each week of study and an assessment completed at the end of each unit.

The progress of each student is monitored by the Trainer and the Academic Manager. Course progress is monitored as follows:

1. Ongoing assessments tasks across all units of competency, in class
2. Mid-course and end of course assessments
3. Formal feedback on progress during class time
4. All assessment tasks are required to be satisfactorily completed

Students who are deemed Not Competent following three attempts, will not be able to progress until they meet the requirements of the course or unit of competency. The student may need to repeat the ELICOS level or be reassessed for the Unit of Competency until satisfactory course progress is achieved.

Refer to the Monitoring and Intervention Process for more details on the process.

1.1 Academic Monitoring and Appeal Process

1. Student is deemed not yet competent on first attempt of completing the course or unit of competency
2. Trainer verbally warns the student that they are at risk of not meeting the requirements of the course and are offered a second attempt
3. Student is deemed Not Yet Competent on a second attempt of the same course or UOC
4. Rosewood International College will issue the student with a *“Course Assessment-First Warning Letter”*. This notice will be sent by post and email, every effort will be made to contact the student by the Academic Manager.
5. Trainer to schedule an Intervention Strategy Meeting with the Academic Manager
6. Student and Academic Manager attends the Intervention Strategy Meeting and Academic Manager is responsible for completing the Intervention Plan Form at the meeting.
7. Student signs the Intervention Plan Form, agreeing to the plan and confirming that they will comply with the Intervention Plan
8. The student fails to follow the Intervention Plan and is deemed Not Yet Competent on a second occasion.



9. Rosewood International College will issue the student with a *“Course Assessment Breach - Second Warning Letter”*. This notice will be sent by post and email, every effort will be made to contact the student by the Academic Manager.
10. In the event that Student is deemed Not Yet Competent on a third attempt of the course or UOC, the student will be sent an *“Intent to Report Letter-Academic Progress”*. Student is notified in the letter that they will have 20 working days to access the *Complaints and Appeals Policy* and to submit any evidence to support their situation.
11. If the Student does access the Complaints and Appeals Policy, the student’s enrolment will remain until the Complaints and Appeals process has been completed.
12. An appeals meeting will be arranged to assess this evidence. The student will be advised that they must maintain their attendance whilst the appeal process is in effect and a decision is being made.
13. All records of the appeals process must be maintained on the student file.
14. If the student appeals on the grounds of compassionate and compelling circumstances, the process under the Compassionate and Compelling Circumstances Policy and Procedure will come into force.
15. *If the student does not submit a Complaint and Appeal Form within 20 working days, the student will be withdrawn from their course of studies.*
16. If the student does not lodge an appeal, or the appeal is rejected, the [Department of Home Affairs](#) (DHA) will be notified through PRISMS that the student has not achieved satisfactory academic progress within 10 working days following the Complaints and Appeals process.
17. DHA will then send a *Notice of Intent to Consider Cancellation (NOIC)* prior to a decision being made to cancel the student visa.
18. Record of the Academic monitoring and appeal process will be recorded on the student file.

For the process on how to complete the Intervention Plan Form, please refer to Intervention Plan Form

Notice of Intention to Report Letter – Academic Monitoring

If a student fails to meet the minimum course requirements, (i.e. falls below 80% attendance requirements, fails a course or is deemed Not Yet Competent within a Unit of Competency) the student is placed at risk of being reported to the Department of Home Affairs as they will be in breach of the Visa requirements.

Students will be informed in writing with a *“Intent to Report – Academic Progress”* letter, which outlines that the student has been provided with the following:

- Course Assessment - First Warning Letter
- Course Assessment Breach -Second Warning Letter
- Intervention Plan Form

Refer to the Monitoring and Intervention Process for more details on when the Intention to Report Letter will be sent.