

Course Progress

Course Progress Policy

PERTH COLLEGE OF BEAUTY THERAPY Management and staff are committed to monitoring, recording and assessing the course progress of each enrolled student in the course that they are enrolled within each semester. PERTH COLLEGE OF BEAUTY THERAPY Management and training staff apply Intervention Strategies when students demonstrate unsatisfactory course progress in any semester.

This policy relates to Standard 10 of the national code 2007: *The registered provider must monitor, record and assess the course progress of each student for each unit of the course for which the student is enrolled in accordance with the registered provider's documented course progress policies and procedures.*

Course Progress Procedure

PERTH COLLEGE OF BEAUTY THERAPY Training staff shall be responsible to:

- Ensure students are informed of the course of study workload within each study period.
- Ensure that the course progress requirements are clearly defined for all enrolled students prior to the commencement of each semester.
- Monitor and record course progress of the student with assessment tracking sheets which are copied to the Deputy Principal on a weekly basis.
- Ensure that all students are aware of the intervention strategy that will be implemented should not satisfactory (NS) results be at risk of failing in their course progress.
- Ensure that enrolled students are assessed for their course progress at the end of each semester.
- Maintain records of course progress interventions provided to the student and provide copies of tracking sheets to the Deputy Principal on a monthly basis.

In identifying a student who is demonstrating unsatisfactory Course progress PERTH COLLEGE OF BEAUTY THERAPY training staff shall:

- Ensure that the Deputy Principal is informed in writing (email or memo) when a student is at risk of failing in their course progress by being NS in 2 assessments.
- Follow the course intervention flow chart provided to trainers at induction.

Reporting Unsatisfactory Progress

Where PERTH COLLEGE OF BEAUTY THERAPY Training staff have provided written advice of a student's non-competent results in 50% or more of the units attempted in any half semester the Deputy Principal shall provide an unsatisfactory course progress advice letter to the student informing them of the requirement to report their unsatisfactory course progress to DEEWR should this continue.

Where a student has demonstrated non-competent results in 50% or more of the units attempted in any 2 consecutive semesters the Deputy Principal shall:

- Provide written advice to the student of the PERTH COLLEGE OF BEAUTY THERAPY'S intention to report their unsatisfactory course progress to DEEWR and provide additional advice and support where required.
- Where a student appeals the course progress decision the Overseas Contact Officer shall ensure that procedures for appeal advice is provided to the student and that they are informed that they have 20 working days to submit their appeal in writing.
- Provide a report with documented evidence of interventions strategies implemented with the student to the Principal Executive Officer (PEO) and outlining the reasons that the student should be reported for unsatisfactory progress.

Appeal procedures

The grounds on which a student may appeal the assessment decision include:

- The PERTH COLLEGE OF BEAUTY THERAPY's failure to record or calculate a student's marks accurately.
- Compassionate or compelling circumstances
- The provider's failure to implement its intervention strategy and other policies according to its documented policies and procedures that have been made available to the student.

On receiving a student's appeal against a report of unsatisfactory progress in two consecutive semesters, the Deputy Principal shall:

- Ensure that the appeal is recorded in writing by the student and that the written appeal is provided to PERTH COLLEGE OF BEAUTY THERAPY management for immediate consideration and referral to the External Independent Adjudicator (refer to Complaints and Appeals)

- Ensure that if the appeal is successful and the student is found to have a course progress that is above 50% the student will not be reported to DIAC via PRISMS and there will be no further requirement for intervention strategies.
- Ensure that if the appeal does show that the student has demonstrated unsatisfactory progress and there are compassionate or compelling reasons for their lack of progress, ongoing support must be provided through PERTH COLLEGE OF BEAUTY THERAPY's intervention strategy and the student is not reported to DIAC via PRISMS.

The Deputy Principal shall report to the Principal Executive Officer (PEO) all unsuccessful appeals and also where:

- the student has not chosen to access the complaints and appeals process within the 20 working day period or if the student withdrew from the appeals process
- or the process is completed and is adjudicated in the favour of PERTH COLLEGE OF BEAUTY THERAPY (i.e. the students appeal was unsuccessful)

The PEO must notify the secretary of DEEWR through PRISMS as soon as practicable after receiving a final report of unsatisfactory course progress from the Overseas Contact Officer.

Course Attendance

It should be understood by all PERTH COLLEGE OF BEAUTY THERAPY Staff that a student may be at risk of failing within their course progress if they are falling behind in consistent attendance in training courses. Students who are at risk of falling below 80 % are in contravention of PERTH COLLEGE OF BEAUTY THERAPY's rules of enrolment and will be at risk of having their enrolment suspended or cancelled.

- A student who misses 2 consecutive days should be reported to the Deputy Principal as soon as practicable
- The DEPUTY PRINCIPAL will enquire concerning their welfare and whereabouts.
- The DEPUTY PRINCIPAL shall request a medical certificate where a student is reporting health issues and course attendance difficulties.
- All student non attendance will be monitored by Staff and student attendance rolls will be reviewed weekly by the DEPUTY PRINCIPAL.
- Students demonstrating consistent non attendance and at risk of falling below 80% attendance will be warned in writing and advised by PERTH COLLEGE OF BEAUTY THERAPY Management of its policies and procedures for course enrolment suspension and or cancellation.