



# COURSE PROGRESS AND AT RISK GUIDE

## Purpose

This document outlines Global Academy Australia' (GAA) baseline progress standards for all students. This document should be read in conjunction with the individual student Training Plan and AP008 Training and Assessment Procedure. This document should be provided to all students upon enrolment and may be requested at any time during their study.

## Attendance

All GAA students are required to maintain a minimum level of attendance in order to be considered eligible for course completion. International Students are also required to maintain a minimum level of attendance to comply with their student visa requirements.

The current minimum attendance level for all GAA students is 80% of scheduled classes. Failure to maintain the minimum attendance requirements may result in enrolment cancellation.

Students with less than 90% attendance per 12 week term will be considered At Risk and will be added to the 027 At Risk Register.

In addition, where a student misses more than 2 days of consecutive attendance without satisfactory reason, they will be placed on the At Risk Register and further action may be taken including formal warnings and possible cancellation of enrolment. Where an International Student is identified as At Risk due to non attendance, notification must be made via PRISMS within 5 days.

A student's enrolment may be cancelled due to non-attendance in accordance with the procedure outlined in 044 Student Pre-enrolment Handbook. Where an International student's enrolment is cancelled due to non-attendance, notification must be made via PRISMS within 5 days.

## Calculation of Attendance

Attendance recorded on the 005 Attendance Sheet All Courses form at the beginning of each scheduled class.

Attendance rate is calculated per 12 week term using the following formula:

$\frac{\text{No. of classes attended}}{\text{No. of scheduled classes}} \times 100 = \% \text{ attendance.}$

No. of scheduled classes

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## Course Progress

Each Student will be given a Training Plan with a proposed timeline of unit commencement and conclusion. While subject to change where reasonable cause exists, the proposed commencement and completion dates contained in the Training Plan shall be considered a Course Progress Schedule.

Where a student fails to meet the proposed commencement and completion dates of one unit of competency without genuine reason, they will be issued with a written notice outlining GAA's intent to place them on the 027 At Risk Register. Where a student fails to meet the proposed commencement and completion dates of 2 or more units of competency without genuine reason within a 6 month period, they shall automatically be identified as at risk of not completing and placed on the 027 At Risk Register.

Where an International Student is entered on the 027 At Risk Register, notification must be made via PRISMS within 5 days.

## At Risk Register

Where a student is deemed Not Yet Competent on 2 or more Units of Competency within 6 months, or where they fail to satisfy the other requirements outlined above, that student may be allocated as "At Risk" of non-completion. All At Risk students will be recorded on the Global Academy Australia 027 At Risk Register until the cause of allocation is remedied. When a student is recorded on the At Risk Register the Student will be required to participate in additional program activities to assist the student to remedy the cause. The additional activities are likely to include:

### Increased Contact

At Risk students will receive additional contact according to the following schedule.

#### Trainer/Assessor Contact

Contact Type	Frequency	Purpose	Duration
One-on-one meeting	At least twice per month	<ol style="list-style-type: none"> <li>To review previous month's work and validate assessment</li> <li>To introduce new areas of study and expectations for next month</li> <li>Provide academic support to student and supervisor</li> </ol>	At least 30 minutes
Remedial	As required by	<ol style="list-style-type: none"> <li>Provide academic support to student and assist</li> </ol>	In accordance

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Class	Learning Action Plan	to catch up on assessment tasks	with Learning Action Plan
<b>Student Support Meeting</b>	Minimum of one meeting per month while on the At Risk Register	<ol style="list-style-type: none"> <li>1. Provide pastoral support to student and monitor progress with monthly tasks</li> <li>2. Monitor non-academic cause for underperformance</li> <li>3. Provide guidance and access to additional support services</li> </ol>	Approximately 30 minutes

## Learning Action Plan

An individual 003 Learning Action Plan will be developed by the Training Manager for At Risk students in consultation with the Trainer/Assessor and Student that will outline what issues must be remedied to be removed from the At Risk Register and a clear plan of how they will be remedied.

It will be the Training Manager's responsibility to monitor the 003 Learning Action plan in consultation with the student and Trainer/Assessor.

## Failure to Remedy/Comply and Notification Via PRISMS

Where an International Student is placed on the At Risk register and fails to satisfactorily remedy the cause or fails to comply with their Learning Action Plan they shall be deemed Not Yet Competent in the relevant unit(s) of competency.

Where a student is deemed Not Yet Competent and chooses not to access the complaints and appeals processes, notification must be made via PRISMS.

Notification via PRISMS must also be made when a student chooses to access the complaints and appeals processes but chooses to withdraw or a finding is made that supports the RTO's Not Yet Competent assessment.