

LATROBE COLLEGE OF ART AND DESIGN

POLICY

ESOS National Code of Practice 2018

ENC Standard 8

OVERSEAS STUDENT VISAS REQUIREMENTS

POLICY

Monitoring Student Progress, Attendance and Course Duration

- 8.1 LCAD monitors student' course progress and attendance. Campus class roles are taken by teachers Online class attendance are recorded. Progress is formally reported at the end of each term period. Progress during the term is monitored by teachers for campus classes and by the coordinator or delegated monitoring officer for online students. Attendance is recorded each class for campus students and each week for online students.
- 8.2 The expected duration of study specified in the student's CoE must not exceed the registered course duration as detailed in their **CoE and Acceptance Form**.
- 8.3 LCAD monitors students' progress to ensure they can complete the course within the expected duration specified in their **CoE and Acceptance Form**.
- 8.4 LCAD has and implements documented policies and processes to identify, notify and assist students at risk of not meeting course progress or attendance requirements. This may be evidenced by the student not passing assessment tasks, incomplete project work, frequent absenteeism, lack of participation, reports from teachers, admin, student support services officers, or other indicators.
- 8.5 LCAD clearly outlines and informs the student before they start, of the requirements to achieve satisfactory course progress and attendance and the implications for their study visas if they cannot without a compelling reason. This is detailed in the students **Acceptance International Form** and in the **Overseas Student Info Pack**.
- 8.6 N/A. Removed.
- 8.7 LCAD has and implements a documented policy and process for monitoring and recording course progress for the students, **Course Progress, Attendance & Intervention Policy, and the Monitoring Student Register**, and **Assessment Policy**, specifying:
 - 8.7.1 Requirements for achieving satisfactory course progress.
 - 8.7.2 Processes for recording and assessing course progress.
 - 8.7.3 Details of LCAD's intervention strategy to identify, notify and assist students at risk of not meeting course progress requirements in sufficient time.
 - 8.7.4 Processes for determining the point at which the student has failed to meet satisfactory course progress.
- 8.8 Removed

Vocational Education and Training (VET): Course Progress and Attendance Requirements

- 8.9 LCAD has and implements a documented policy and process for assessing course progress, are covered in the above Course Progress, Attendance & Intervention Policy, that includes:
 - 8.9.1 Requirements for achieving satisfactory course progress, including policies that promote and uphold the academic integrity of the registered course and meet the training package or accredited course requirements where applicable, and processes to

address misconduct and allegations of misconduct.

See **Ensuring Quality Training Policy**

- 8.9.2 Processes for recording and assessing course progress requirements.
- 8.9.3 Processes to identify students at risk of unsatisfactory course progress.
- 8.9.4 Details of LCAD's intervention strategy to assist students at risk of not meeting course progress requirements in sufficient time for those students to achieve satisfactory course progress.
- 8.9.5 Processes for determining the point at which the student has failed to meet satisfactory course progress.

See **Course Progress, Attendance & Intervention Policy** and **Assessment Policy**.

- 8.10 LCAD has and implements a documented policy and process for monitoring the attendance of students if the requirement to implement and maintain minimum attendance requirements for students is set as a condition of the provider's registration by ASQA.

See **Course Progress, Attendance & Intervention Policy** and **Assessment Policy**.

- 8.11 If ASQA requires LCAD to monitor student attendance as a condition of registration, the minimum requirement for attendance is 80 per cent of the scheduled contact hours for the course.
Make sure this is Monitoring Policy
- 8.12 If LCAD is required by ASQA to monitor student attendance, the college has and implements a documented policy and process for monitoring and recording attendance of the overseas student, specifying:
 - 8.12.1 The method for working out minimum attendance under this standard.
 - 8.12.2 Processes for recording course attendance.
 - 8.12.3 Details of LCAD's intervention strategy to identify, notify and assist students who have been absent for more than five consecutive days without approval, or whose attendance drops below 80 per cent.
 - 8.12.4 Processes for determining the point at which the student has failed to meet satisfactory course attendance.

Reporting Unsatisfactory Course Progress or Unsatisfactory Course Attendance

- 8.13 Where LCAD has assessed the overseas visa student as not meeting course progress or attendance requirements, it will give the student a written notice as soon as practicable, which:
 - 8.13.1 Notifies the student that LCAD intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance. See template letter **Student Warning Course Progress or Attendance**
 - 8.13.2 Informs the student of the reasons for the intention to report
 - 8.13.3 Advises the student of their right to access the college's **Complaints and Appeals** policy and procedures, within 20 working days. See template letter **Student Warning Course Progress or Attendance**
- 8.14 LCAD only reports unsatisfactory course progress or unsatisfactory attendance in PRISMS if:
 - 8.14.1 The complaints process using the college's **Complaints and Appeals** policy and procedure has been completed, and the decision or recommendation supports the college, or
 - 8.14.2 The student has chosen not to access the **Complaints and Appeals** policy and procedure within the 20 work days, or
 - 8.14.3 The student has chosen not to access the external complaints and appeals process, or

8.14.4 The overseas visa student withdraws from the internal or external appeals processes by notifying LCAD in writing.

8.15 LCAD may decide not to report the student for breaching the attendance requirements if the student is still attending at least 70 per cent of the scheduled course contact hours and:

8.15.1 Removed

8.15.2 for VET courses, the student is maintaining satisfactory course progress.

Allowable Extensions of Course Duration

8.16 LCAD will not extend the duration of the student's enrolment if the student is unable to complete the course within the expected duration, unless:

8.16.1 There are compassionate or compelling circumstances, as assessed by LCAD based on demonstrable evidence, or

8.16.2 LCAD has implemented, or is in the process of implementing, an intervention strategy for the student because the student is at risk of not meeting course progress requirements, or

8.16.3 An approved deferral or suspension of the overseas student's enrolment has occurred under the college's **Deferring, Suspending or Withdrawing** the overseas student's enrolment. See Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

See

8.17 If LCAD extends the duration of the student's enrolment, the provider must advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

Modes Of Delivery

Note: *Online learning is where teachers and students primarily communicate through digital media, technology-based tools and IT networks. It does not require the student to attend scheduled classes or maintain contact hours. For the ESOS framework, online learning does not include the provision of online lectures, tuition or other resources that supplement scheduled classes or contact hours. Distance learning is any learning that a student undertakes off campus and does not require a student to physically attend regular tuition for the course on campus at the provider's registered location.*

8.18 LCAD will not deliver a course exclusively by online or distance learning to a student.

8.19 LCAD will not deliver more than one-third of the units (or equivalent) by online or distance learning to a student.

8.20 LCAD ensures that in each term period, the student is studying at least one unit that is not by distance or online learning, unless the student is completing the last unit of their course.

8.21 Removed

8.22 LCAD must take all reasonable steps to support students who may be disadvantaged by:

8.22.1 Additional costs or other requirements, including for students with special needs, from undertaking online or distance learning

8.22.2 Inability to access the resources and community offered by LCAD, or opportunities for engaging with other students while undertaking online or distance learning.

PROCEDURE

REPORTING TO DHA VIA PRISMS

Go to PRISMS at <https://prisms.education.gov.au/Logon/Logon.aspx> (college's password is listed in ROBOFORM) which will guide the user through the reporting process. To report a student for not making satisfactory progress, go into the Student Course Variation (SCV) screen, and from the drop-down list

under 'Reason for Course Variation', choose *Unsatisfactory Course Progress*. PRISMS will then ask questions about the appeals processes to which the provider answers 'Yes' or 'No'.

LCAD will then be required to fill in comments regarding the situation and check the student's postal address. Once these have been entered, a warning will appear to remind providers of the implications for the student visa of a student who is reported as failing to meet course requirements. The warning is as follows:

Warning: Submitting a student course variation of the Department of Home Affairs (International Students) within 28 days.

Are you sure that you wish to continue?

If the provider clicks 'OK' the system saves the SCV, sends the information to the Department of Home Affairs (International Students) and then offers the provider the opportunity to print the Section 20 Notice by clicking the link to 'View/Print Non-Compliance Letter'

The **Section 20 notice** which PRISMS generates must be posted/ given to the student and copied for their file.

The student has 28 days in which to respond to the Department of Home Affairs (International Students) . If the student doesn't respond to the **Department of Home Affairs** within 28 days, they have the right to appeal to **Migration Review Tribunal**.