

LATROBE COLLEGE OF ART AND DESIGN

POLICY

ESOS National Code of Practice 2018, Standard 8
Overseas Student Visas Requirements
/ RTO Standards 2025
/ VET Student Loans (VSL)

See **Student Monitoring Procedure**
See **Checklist Student Monitoring**

STUDENT MONITORING

POLICY

For overseas visa students, the purpose of this policy is to ensure that Latrobe College of Art and Design (LCAD) complies with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018 by supporting overseas students to meet their student visa requirements, complete their course within the expected duration, and maintain satisfactory course progress and attendance. Standard 8 requires CRICOS providers to monitor and support overseas students in complying with visa conditions relating to attendance, progress, completion, and enrolment. LCAD is required to report overseas visa students who have breached the course progress requirements.

For domestic students, LCAD will systematically monitor each student's course progress and attendance and will proactively notify and counsel students at risk of failing to meet these requirements.

SCOPE

This Policy applies to:

- All overseas students studying at LCAD on a student visa.
- All LCAD enrolled students not on a course study visa
- All staff are responsible for enrolment, academic management, student support, compliance and reporting.
- All CRICOS-registered courses delivered by LCAD.
- All RTO-registered courses delivered by LCAD.

POLICY STATEMENT

LCAD is committed to:

- Supporting overseas students to comply with their student visa conditions.
- Supporting all other students to comply with their study progress and attendance requirements.
- Monitoring student progress and attendance throughout enrolment.
- Identifying students at risk of not meeting visa requirements.
- Providing timely intervention and support services.
- Reporting overseas visa students to the Australian Government through PRISMS where required under the ESOS framework.
- Ensuring overseas visa students complete their studies within the duration specified on their Confirmation of Enrolment (CoE).

OVERSEAS VISA STUDENT REQUIREMENTS

LCAD requires overseas visa students to:

- **Maintain Full-Time Study**
Students must remain enrolled in a full-time study load sufficient to complete their course within the duration specified on their CoE.
- **Maintain Satisfactory Course Progress**

Students must achieve satisfactory academic progress throughout their course and meet assessment requirements.

- **Maintain Satisfactory Attendance**
Students must attend scheduled classes and learning activities as required by LCAD.
- **Complete the Course Within the Expected Duration**
Students are expected to complete their studies within the CRICOS-registered duration unless an approved extension is granted under compassionate or compelling circumstances.
- **Maintain Valid Visa Status**

OVERSEAS VISA STUDENTS ARE RESPONSIBLE FOR:

- Holding a valid student visa.
- Maintaining Overseas Student Health Cover (OSHC).
- Advising LCAD of changes to their contact details within seven days (7).
- Complying with all Department of Home Affairs visa conditions.

ONLINE AND DISTANCE LEARNING REQUIREMENTS

LCAD will ensure that:

- Overseas visa students are not enrolled exclusively in online or distance learning.
- In each compulsory study period, students undertake at least one (1) unit delivered face-to-face unless they are completing the final unit of their course.
- Online learning activities supplement, rather than replace, required face-to-face study.

MONITORING COURSE PROGRESS

LCAD will monitor course progress at least once each study period through:

- Checking students' assessment results.
- Checking students' completion of their study units.
- Trainer and assessor feedback.
- Student engagement indicators.

Students identified as being at risk of unsatisfactory progress will be contacted and offered support through LCAD's **Student / Student Progress, Attendance, Intervention Procedure**

MONITORING ATTENDANCE

LCAD will maintain attendance records for all overseas students.

Attendance will be monitored through:

- Class rolls.
- Electronic attendance systems, when available.
- Student management system participation when available.

Students whose attendance falls below LCAD expectations may be referred to **Policies / LCAD Student Support Services**.

EARLY INTERVENTION STRATEGY

Where a student is identified as being at risk of failing to meet course progress or attendance requirements, LCAD will implement an intervention strategy that may include:

- Academic counselling.
- Study skills support.
- Learning assistance.
- Reasonable adjustment where appropriate.
- Additional academic monitoring.
- Timetable or study plan review.
- Referral to wellbeing or support services.

Interventions and outcomes will be documented and retained on the student's file.

EXTENSION OF COURSE DURATION

LCAD may extend the duration of a student's course study period, or if they are an overseas visa student, their CoE only where permitted under the National Code, including:

- Compassionate or compelling circumstances.
- Approved deferment or suspension.
- Implementation of an intervention strategy where required.
- Inability to complete the course within the original duration due to approved circumstances.

All approved extensions for overseas visa students will be recorded in PRISMS.

NOTIFICATION AND REPORTING REQUIREMENTS

Where a student fails to achieve satisfactory course progress or attendance, LCAD will:

1. Notify the student in writing, or record a discussion with the student and placed in their file.
2. Provide details of the concerns and evidence relied upon.
3. Offer access to support services if required.
4. Inform the student of their right to access LCAD's Complaints and Appeals process.
5. Delay reporting until:
 - Internal and external appeals are completed; or
 - The student chooses not to appeal; or
 - The student withdraws from the appeal process.

If the breach is upheld for an overseas visa student, LCAD will report the student through PRISMS in accordance with ESOS requirements.

STUDENT RESPONSIBILITIES

All students must:

- Attend scheduled classes.
- Participate actively in learning activities.
- Complete assessments by due dates.
- Respond to communications from LCAD.
- Seek assistance when experiencing academic or personal difficulties.
- Maintain current contact details with LCAD.
- Comply with all student visa conditions if they are studying under a visa. Failure to comply may affect enrolment status and may result in reporting to the Department of Home Affairs.
- VET Student Loans (VSL) students must periodically complete a government Progression Form to maintain their loan if they are still studying. Failure to do so may result in their loan being cancelled.

STAFF RESPONSIBILITIES

CEO

- Ensure adequate resources are available for student services and for compliance with ESOS requirements for overseas visa students.

Coordinator

- Is the manager of compliance
- Monitor compliance with ESOS National Code of Practice 2018, Standard 8 Overseas Student Visas requirements
- Ensure PRISMS reporting obligations are met.
- Maintain records of interventions and reporting.
- Monitor academic progress.
- Identify students at risk.
- Refer students requiring intervention to Student Services.

Trainers and Assessors

- Monitor all their students for whom they are responsible, for class attendance and academic progress.

Student Support Staff

- Provide support and referral services.
- Implement intervention strategies.
- Maintain records of student support activities.

RECORDS MANAGEMENT

LCAD will maintain records of:

- Attendance monitoring.
- Academic progress monitoring.
- Intervention actions.
- Student communications.
- Appeals and outcomes.
- PRISMS reporting.
- CoE variations and extensions.

Records will be retained in accordance with ESOS, RTO Standards and LCAD Records Management requirements.

CONTINUOUS IMPROVEMENT

LCAD will review:

- Attendance and progress data.
- PRISMS reporting outcomes.
- Student Support Services effectiveness.
- Regulatory updates and legislative changes.

Findings will be incorporated into LCAD's Continuous Improvement Register.

RELATED COMPLIANCE REQUIREMENTS

This Policy supports compliance with:

- ESOS Act 2000.
- National Code 2018 Standard 8 – Overseas Student Visa Requirements.
- National Code Standard 6 – Overseas Student Support Services.
- National Code Standard 9 – Deferring, Suspending or Cancelling Enrolment.
- National Code Standard 10 – Complaints and Appeals.
- RTO Standards 2025 Student Support and Progression requirements.

Previous Policy - more procedure

- 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**.