

CRICOS Attendance and Progress Policy and Procedure

Document Name and Number:	Version and Date:	Responsible Person:	Purpose and Comments:
CRICOS Attendance and Progress Policy and Procedure	January 2020/V1.0	PEO and/or the CEO and/or nominee	Ensure compliance with National Code of Practice for Providers of Education and Training to Overseas Students 2018 and Education Services for Overseas Students Act 2000 (ESOS Act)

| RTO No <insert no> | CRICOS Code <insert code> |

Policy scope

Maintaining satisfactory attendance and academic progress for international students on a visa and monitoring the risk of student incompleteness within required time frame.

Policy purpose

This policy relates to the mandatory requirements for the provider and for students holding international student visas with regard to attendance and academic progress and of the provider to identify, notify and assist an overseas student identified as at risk.

Policy and procedure statement

Attendance

Maintaining a minimum attendance rate to meet visa conditions and those of the program noting that:

- students arriving at and leaving classes at the timetabled times and returning from breaks at the required time is a requirement of the organisation
- students paid work commitments are not considered to be acceptable proof of absence
- students need to provide medical evidence of any absence from class unless prearranged with teachers
- students must attend any scheduled appointments with the support staff, trainers and assessors and others that support the student

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- students will need to show a consistent study attitude during the duration of their course. This will be demonstrated by maintaining the required class attendance, attendance at all appointments involving organisational staff or those relating to their course, participate in class activities, asking for assistance when needed, submitting assessments by the required due dates and attending all required assessment times.

Academic progress

The academic progress of International students is monitored.

Progress is monitored monthly and interviews will be held re satisfactory progress with students when required. The record of interview will be recorded using the **File Note template** with a copy being placed upon the student file.

Satisfactory progress means being competent in a minimum of 50% of the units in a semester, term or time period as determined by the relevant teaching team noting that the student must still satisfactorily complete all units to finish the qualification.

If unsatisfactory progress occurs over two consecutive study periods as described above the student risks being reported.

It is a condition that students attend and make satisfactory academic progress.

The Student Support Officer will be responsible for monitoring and managing Students attendance and academic progress.

Legislative/statutory requirements

- [National Code of Practice for Providers of Education and Training to Overseas Students 2018](#)
 - [Education Services for Overseas Students Act 2000 \(ESOS Act\)](#)
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Associated documents

National Code 2018 Factsheets

[General Factsheet](#)

[Standard 1: Marketing information and practices](#)

[Standard 2: Recruitment of an overseas student](#)

[Standard 3: Formalisation of enrolment and written agreements](#)

[Standard 4: Education Agents](#)

[Standard 5: Younger overseas students](#)

[Standard 6: Overseas student support services](#)

[Standard 7: Overseas student transfers](#)

[Standard 8: Overseas student visa requirements](#)

[Standard 9: Deferring, suspending or cancelling the overseas student's enrolment](#)

[Standard 10: Complaints and appeals](#)

[Standard 11: Additional requirements](#)

Requirements

Students attendance and academic progression will be monitored as described above with progress reporting to occur via the RTO management meetings.

The RTO requires the student to attend at least 80 per cent of the scheduled course contact hours (a minimum of 20 hours per week).

Students identified as being at risk of not meeting the minimum attendance and academic progression requirements will be supported to meet these requirements.

Students who failure to meet all of the above conditions may result in the cancellation of a student's enrolment. Impacted students will be notified in writing and in the first instance be given a warning and advised that failure to progress may lead to them being report to the Department of Home Affairs.

Students who are to be reported to Department of Home Affairs will be advised in writing prior to the reporting.

Students who have not achieved satisfactory academic progress may not be permitted to re-enrol.

Students are not allowed to extend their visa to repeat any units unless allowed under the requirements of the National Code Standard 8.

If it is identified that a Student's failure to attend or progress is due to matters affecting their welfare, they may be eligible to apply for a suspension under the Compassionate and Compelling circumstances policy.

No refunds will be provided for failure to attend or progress.

Risk Management

This policy and procedure is to read in conjunction with the requirements of the signed letter of letter.

If students are assessed as being at risk of unsatisfactory progress in the first semester or term, a plan will be put in place to help them improve their studies which may include counselling, tutorial sessions and/or English support. Students may also be placed on an individual contract.

Associated Documents and Materials

- Complaints and Appeals processes
 - File Note Template
 - RTO management meeting minutes
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