



NEW ERA INSTITUTE

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Monitoring Course Progress Policy

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Monitoring Course Progress Policy

New Era Institute monitors the course progress of students to identify and offer support to those who are at risk of not progressing. Intervention at New Era Institute starts when a student is assessed as Not Yet Competent a second time in any one unit of competency.

New Era Institute records and assesses the progress of each student for each unit and cumulatively at the end of each study period. A study period is defined as a Term (10 weeks of study).

Satisfactory course progress is continuously achieved when a student successfully completes all the assessment requirements for each unit within the timeframes specified in the assessments due dates on the academic timetables.

The intention of New Era Institute is to avoid a student becoming at risk and not meeting satisfactory course progress. The intervention is described below to support the student to meet satisfactory course progress.

In the courses that units are clustered, a student meets satisfactory course progress when a student completed the units' assessments required in a study period (term).

When a student is deemed not yet competent after three resubmits in two or more units' assessments in one cluster in a study period, and/or s/he did not submit the required assessments, s/he is considered at risk of not meeting satisfactory course progress in a subsequent study period (term). Intervention stated below has not had the desired effect of assisting the student meeting satisfactory course progress.

New Era Institute has a step to attempt to halt a student not meeting satisfactory course progress. As stated below, the management team, trainer and assessor and student support officer will meet to discuss further intervention.

In the course that units are sequential, a student meets satisfactory course progress when a student completed the units as competent in a study period (term).

When a student is deemed not yet competent in two or more units in a study period, s/he is considered at risk of not meeting satisfactory course progress in a subsequent study period (term). Intervention stated below has not had the desired effect of assisting the student meeting satisfactory course progress.



New Era Institute has a step to attempt to halt a student not meeting satisfactory course progress. As stated below, the management team, trainer and assessor and student support officer will meet to discuss further intervention.

If a student is deemed not yet competent in two or more units in a second consecutive study period, New Era Institute will follow the process for reporting a student for not meeting satisfactory course progress as stated below.

Intervention Strategy

Recording is made to ensure that a student at risk is identified

The initial trigger should be when a student did not submit more than one assessment and/or gets assessed as Not Yet Competent at the end of a study period. An intervention email is sent to students by the Student Support Officer.

In addition, New Era Institute in accordance with Course Progress Policy will assess each student at the end of each study period (a term) and if there is any further intervention required, the following intervention strategy will be used.

A meeting with the trainer and assessor, student support officer and the management team will be convened to discuss further support to ensure the student achieves future satisfactory course progress:

All students identified as 'AT RISK' will be required to meet with Student Support Officer to complete a Support/Intervention Form, outlining their current academic situation with the intention of designing an individual Learning Plan (ILP).

New Era Institute has a step by step guide (Monitoring course progress process) for course progress and intervention and reporting that it is made available to staff and student.

a) The ILP is a drafted email documenting the intervention and used a guide sent to the student's email after the intervention meeting documenting the meeting and the agreed arrangements outlining the required assessments to be submitted and its due dates and any additional requirements in consultation with the student.

b) If the student does not agree with the Intervention plan or process, s/he shall have 20 days to access the New Era Institute Complaints and appeals process.



Individual Learning Plan (ILP) may include any of the following:

- Attending a 'make up' session with their teacher;
- Additional sessions of one to one support;
- Referral to external agencies.

Reporting a student for not meeting satisfactory course progress

Where a student is assessed as having not met satisfactory course progress for two consecutive study periods (as stated above) even after implementation of the support/intervention strategy and before making "the not achieving satisfactory progress report" to the Department of Education through PRISMS, New Era Institute will notify the student in writing by mail and email of the intention to report for non-course progress and advise the student s/he have 20 working days to access New Era Institute appeals process prior to being reported.

New Era Institute will attempt to inform the student verbally of the written notice to report. During any such period, the student's enrolment is kept current.

In the written notice, the student will be advised that "you have 20 working days being from (date of the written notice sent) in which you may access the New Era Institute complaints and appeals process".

A student will not be reported until the outcome of any appeal has been finalised and the appeal has been unsuccessful or the student does not access the appeals process during the 20-day period.

New Era Institute will report a student not achieving satisfactory course progress to the Department of Education through PRISMS.