

## Monitoring Course Progress Policy

**Purpose:** The purpose of this policy is to establish guidelines and procedures for monitoring the progress of students enrolled in vocational education and training (VET) courses. It aims to ensure that students receive the necessary support and guidance to successfully complete their courses and achieve their learning outcomes.

**Scope:** This policy applies to all students enrolled in VET courses offered by our organisation.

### **Roles and Responsibilities:**

#### Students:

- Attend classes regularly and actively participate in learning activities.
- Submit assignments and assessments by the specified deadlines.
- Seek assistance and support from trainers or course coordinators when facing challenges.

#### Trainers and Course Coordinators:

- Monitor the progress of students throughout the course.
- Provide regular feedback and guidance to students on their performance and learning outcomes.
- Identify students who are at risk of falling behind or not meeting course requirements.
- Collaborate with students to develop strategies for improvement and success.
- Maintain accurate records of student attendance, assessments, and progress.

#### Support Staff:

- Assist trainers and course coordinators in monitoring and tracking student progress.
- Provide additional support services, such as counseling or academic assistance, to students as needed.

#### Progress Monitoring Procedures: a. Regular Assessments:

- Conduct regular formative and summative assessments to gauge student learning progress.
- Provide timely feedback on assessments to students, highlighting areas of improvement and strengths.

#### Attendance Monitoring:

- Track student attendance in classes, practical sessions, and other learning activities.
- Identify patterns of absenteeism or irregular attendance that may hinder student progress.
- Students must attend 80% of classes or greater to avoid possible disciplinary action.

#### Individual Progress Meetings:

- Schedule individual meetings with students to discuss their progress, address any concerns, and provide guidance.
- Set realistic goals and expectations for improvement and success.
- Document the outcomes of these meetings and any agreed-upon actions or support plans.

#### Academic Support:

- Offer academic support services, such as tutoring or study groups, to assist students in their learning journey.
- Provide resources and materials that can help students enhance their understanding of course content.

#### Intervention and Support:

- Identify students who are at risk of falling behind or not meeting course requirements.
- Implement intervention strategies, such as additional support, targeted mentoring, or referrals to support services.
- Document all intervention efforts and track their effectiveness.

#### Communication and Reporting: a. Progress Updates:

- Communicate regularly with students regarding their progress, highlighting areas of improvement and achievements.

- Provide students with clear and transparent information about their current performance and expectations.
- Generate progress reports for students, detailing their attendance, assessment results, and overall progress.
- Share reports with students, trainers, and relevant staff members to ensure a coordinated approach to student support.

#### Privacy and Confidentiality:

- Ensure that all student progress information is treated with strict confidentiality and in compliance with applicable privacy laws and regulations.
- Access to student progress records should be limited to authorized staff members involved in monitoring and support processes.

#### Continuous Improvement:

- Regularly review and evaluate the effectiveness of progress monitoring procedures.
- Seek feedback from students, trainers, and support staff to identify areas for improvement and implement necessary changes.

#### Intention to Report (FOR INTERNATIONAL STUDENTS)

- Intention To Report will be issued to student who is identified as not making satisfactory course progress in two consecutive compulsory study periods/stages.
- AIHT will report a student with unsatisfactory course progress in two consecutive study periods in PRISMS after issuing the Intention To Report, and the complaints and appeals processes is completed as per the Complaints and Appeals Policy & Procedures.

This Monitoring Course Progress Policy aims to support students' successful completion of their VET courses by establishing clear procedures for tracking their progress, providing timely feedback, and offering appropriate support. By adhering to this policy, we strive to enhance student outcomes and ensure a positive and productive learning experience for all students.