

## 1.03.038 STUDENT PROGRESS POLICY

**This policy is applicable to:** All IRT Academy employees and/or Third Parties acting on behalf of IRT Academy and IRT Academy Students.

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## DOCUMENT CONTROL

<b>Policy Number:</b> 1.03.038	<b>Policy Owner:</b> General Manager IRT Academy	<b>Policy Number:</b> 1.03.038
<b>Contact position:</b> General Manager IRT Academy	<b>Approved for circulation:</b> Group Leadership Team	<b>TRIM classification reference:</b>
<b>Date approved:</b> February 2015	<b>Review due to:</b> Legislative change	<b>Next review due:</b> February 2016
<b>Procedure Manual reference:</b> Student Progress	<b>Compliance/Accreditation/ Standards reference:</b> National Vocational Education and Training Regulator Act 2011 Revised policies and procedures to meet regulatory requirements	

## REVISION RECORD

Date	Version	Revision description
Feb 12	1.0	All students are required to acknowledge the receipt of information regarding: All assessment events and procedures Required unit completion dates All facilitators are required to: Monitor students/trainee progression Report on students progression in a timely manner
Oct 12	1.1	Policy change name from Student at Risk to Student Progress
Feb 13	2.0	Replace L&D Coordinator with Operations Coordinator Update form names Update process for submission & action for Assessment Agreement & Progress Report
Feb 14	3.0	Update references to Axcelerate Delete procedure of monthly reporting to Operations Coordinator. Included enrolment cancellation procedure Added reference to notification to ACT Directorate re: student progress issues as per contract requirements. Exiting a course - holistic assessment definition and issuing of statement.
June 14	3.1	Changed all references of 'learner' to 'student' and updated information relating to the cancellation of traineeships.
Jan 15	3.2	Updated to align to Standards for RTOs 2015

## 1. TITLE

1.03.038 STUDENT PROGRESS POLICY

## 2. POLICY STATEMENT

IRT Academy ensures that employers and other parties who contribute to the student's training and assessment are engaged in the monitoring and support of the student's progress.

## 3. PURPOSE

To meet the requirements of:

- National Vocational Education and Training Regulator Act 2011; and
- Standards for Registered Training Organisations 2015

## 4. SCOPE

The scope of this policy covers all enrolled students of IRT Academy, IRT Academy employees and/or Third Parties acting on behalf of IRT Academy.

## 5. OBJECTIVE

The purpose of this policy is to:

- To ensure that IRT Academy enrolled students receive support that meets their individual needs to achieve their learning objectives.

## 6. POLICY DETAILS

### 6.1 Students are required to:

- Advise the Trainer/Assessor if they are experiencing difficulties in meeting the course requirements as per the training and assessment plan/program.

### 6.2 Trainer/Assessors are required to:

- Progressively monitor and report on students' progression as outlined in the Standards for Registered Training Organisations.
- At the commencement of each unit of competency/cluster of units, the Trainer must ensure that the student is fully informed about all assessment procedures and events.
- Advise the Operations Coordinator of any problems the students may be experiencing by submitting a Student Progress Exception Report.
- Keep up-to-date diary notes of all meetings and discussions with students regarding their learning progression.
- Complete (and send to the Operations Coordinator) an Assessment Extension Application if requested by the student.

### 6.3 The Operations Coordinator is required to:

- Monitor students' progression based on the information provided by the course Trainer.
- Implement appropriate intervention measures when "students at risk" of non-completion or slower than expected progress are identified.
- Comply with requirements of Government funded contracts.
- Process Assessment Extension Applications
- Notify Student Administration about any granted Assessment Extension Applications
- Identify students at risk and communicate this data to the RTO/Administration Coordinator.
- Initiate intervention measures upon the receipt of the Students Progress Exception form.

### 6.4 Enrolment Cancellation

- IRT Academy retains the right to cancel a student's enrolment if it is deemed necessary.

Following review of student progress and participation, the Operations Coordinator has the authority to determine if a student is not meeting the Academy and course requirements (including; work placement components).

## 7. ROLES AND RESPONSIBILITIES

All IRT Academy students and employees are required to comply with this Policy. There are no specific roles or responsibilities other than those outlined in the table below.

Specific roles and responsibilities of employees and management are outlined in Section 6 of this policy.

Specific roles and responsibilities of areas/departments/functions are outlined in the table below.

<b>Role</b>	<b>Responsibility</b>
Policy Owner – General Manager IRT Academy	Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Operations Coordinator	Ensure day to day implementation and compliance with policy.
Implementation – Trainer/Assessors	Implement policy procedure requirements as per IRT Academy Procedure Manual.

## 8. EDUCATION AND STAFF DEVELOPMENT

This is a Standard Policy.

Education and Staff development relevant to this policy will occur via:

- Via IRT Academy On-Boarding procedure
- Via IRT Academy quarterly meetings
- This is a standard policy – specific education is not required, employees are expected to be familiar with this policy.

## 9. MONITORING, EVALUATION AND REVIEW

Feedback regarding this policy can be referred to:

- Operations Coordinator
- General Manager

The policy will be reviewed every 2 years by the General Manager IRT Academy or delegate. Triggers for review outside of the usual cycle include:

- Changes to the business activity relating to this policy.
- New business activities impacting on this policy.
- Changes to internal controls relating to this policy.
- Changes to legislative and regulatory requirements.

## 10. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
RTO	Registered Training Organisation
VET	Vocational Education and Training

## 11. ASSOCIATED PROCEDURES AND FORM

Name and number of document
IRT Academy Process Manual
IRT Academy Procedure Manual
Student Assessment Agreement and Progress Report
Progression Exception Report

## 12. REFERENCES – COMPLIANCE AND BEST PRACTICE

<b>Legislative references</b>
National Vocational Education and Training Regulator Act 2011
<b>Best Practice references</b>
Standards for Registered Training Organisations 2015

If a business unit's compliance plan makes reference to this policy as a control for a particular compliance risk, the relevant compliance plan should be referred to here.

**Compliance Plan reference:** Not applicable.

## 13. LINKS TO OTHER POLICIES

1.03.843 Fees and Refund Policy
1.03.853 Student Welfare Policy
1.03.806 Student Enrolment and Selection
1.03.812 Language, Literacy and Numeracy