

# Academic Progression Policy - VET

**Policy Code:** ACA-033**Version:** 5.0**Effective Date:** 3 November 2022

## Purpose

This policy outlines the basic principles governing VET student progression through an enrolled course, training package, or an accredited course at the College.

The policy also contributes to the College ensuring Standard 5, Each learner is properly informed and protected of *Standards for Registered Training Organisations (RTOs) 2015*, specifically Clause 5.2.e.ii, 'any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product'.

**Use of the term "Course"** – *for the purposes of this policy, the term 'Course' should be deemed interchangeable with the term 'Training Package Qualification'.*

## Scope

- All VET campuses including online
- All VET enrolled courses, accredited courses and training package qualifications
- All VET domestic students
- Student Services teams
- All VET Trainers/Assessors

## Policy Statement

### VET Student Progression

In order to undertake a course, a student must correctly enrol in that course. The student's progression through to completion will then be dependent upon the student re-enrolling in the correct sequence of units of study and successful completion of all relevant units of study as listed in the course structure and training package and training product requirements.

Because most courses have defined underpinning knowledge and skills (pre-requisites and co-requisites), it is important that units of study be taken in the correct sequence and that the student enrolls into the units of study nominated in the course outlines per teaching period (see definition). Generally, students are not to enrol into units of study in the next teaching period until all units of study are completed in the current teaching period. An exception to this rule is for units of study where a student is considered Not Yet Competent in the pre-requisite unit of study; these may be undertaken if a re-sit or resubmission has been organised by the National Program Manager.

Part time students (see definition) are responsible for maintaining appropriate progression to ensure they complete their course within the maximum length of enrolment specified in this policy. This may require them to enrol in final units of study from one teaching period or year concurrent with units of study from the next teaching period or year to aid in their progression. Part time students should consult with the relevant VET staff or local campus Student Advisers if course timetabling is limiting their progression.

At times it may be necessary for the College to set rules for courses that fall outside of the standard course progression requirements outlined in this policy. In those instances, the rules will be documented and advised to students. For instance, a course that is available for full-time enrolment only will require students to enrol in 100% of a full-time load (excepting if they have received advanced standing) or they will be identified as 'at risk'. Similarly,

if the College decides to discontinue a course, students must adhere to the documented teach-out or transition plan or they will be identified as 'at risk' and may be excluded from the course.

First Aid certificates may be required before a student can progress into particular units of study and / or attend practical studies such as:

- VET Health students must have a current First Aid Certificate before commencing clinic studies in relevant units of study (usually before their first teaching period).

To identify when First Aid certificates are required and timeframes for submission, please refer to course structures, unit of study outlines, Student Advisers, and / or training and assessment staff.

It is the student's responsibility to maintain currency of their First Aid certificate for the duration of their studies.

Some course requirements may be considered satisfied by application for advanced standing. Advanced standing may be assessed on formal, non-formal and/or informal learning in accordance with the relevant *Recognition of Prior Learning Policy – HE and VET*.

## Maximum Length of Enrolment

To be eligible for an award, a VET student must successfully complete all specified requirements for the course they are enrolled in within a maximum number of calendar years, set as follows:

- Two (2) year qualification; award provided up to five (5) years from initial enrolment
- One (1) year qualification; award provided up to two and a half (2.5) years from initial enrolment
- Six (6) month qualification; award provided up to 18 months from initial enrolment
- Three (3) month qualification; award provided up to nine (9) months from initial enrolment
- Less than three (3) months qualification, award provided up to six (6) months from initial enrolment

Please note that Course Structures may change during this time and students will need to transition into the revised course structure without disadvantage (see definitions).

Transition of courses will not, in general, alter the maximum amount of time that the student has to complete the course from the time of initial enrolment. However, in instances where an accredited course or training package has been discontinued, if a student wishes to complete their qualification, the maximum amount of time may be shortened and the student will be provided with a teach-out plan.

A student's inability to complete a course within the required time is an indicator that the student needs to review circumstances which may be mitigating against adequate performance.

If a student is Not Yet Competent at the end of a teaching period and has exhausted their resubmit or resit exam options, they must repeat the unit of study in the following teaching period. This means that students enrol in one fewer "new" units of study in order to "carry over" the unit of study they need to repeat from the previous teaching period. This is to ensure a proper sequence of units of study, pre-requisites and co-requisites. Sometimes units of study are not always available in all teaching periods or their scheduling is difficult for part time students. If this is the case, the student must take the repeated units of study as soon as possible (in the very next teaching period that the unit of study is offered). This must be arranged via consultation with the Director of Education and National Program Manager.

At the end of a teaching period a student who has poor academic performance with failure to progress in their units of study may be excluded from further study or restricted in the amount of study they can undertake.

A student excluded from study under this clause has the right of appeal as per the *Grievance Policy – VET*.

## Failure of Academic Progression

### Poor Performance

Poor performance is defined as being considered Not Yet Competent for 50% or more of the enrolled units of study. If a student has been placed on a teach-out plan and fails to meet the progression requirements of that plan this is also considered poor performance.

Any student falling within the above categories may be “at risk” of non-progression and non-completion, although there are other conditions which determine the “at risk” status. Please refer to the relevant *Student at Risk Policy – VET*.

If a student demonstrates poor performance, the student may be excluded from study at the College for a maximum period of 12 months. See *Student at Risk Policy – VET*.

### Multiple Instances of Not Yet Competent

If a VET student is deemed ‘Not Yet Competent’ for a unit of study at the end of a teaching period, this means that they have been afforded at least three (3) attempts to receive a Satisfactory grade for one or more assessment items but have failed to do so. The student will be required to re-enrol in that unit of study in the next available teaching period in order to progress through the course. If, on a student’s second attempt at the unit of study, they receive a result of ‘Not Yet Satisfactory’ or ‘Not Yet Competent’ for any assessment item, they will be considered “at risk” of non-progression and non-completion and may be excluded from study at the College for a maximum period of 12 months. The student has the right of appeal this decision as per the *Grievance Policy – VET*.

### Probational Enrolment

The College may offer to place VET students on probational enrolment in place of exclusion. This will occur on an annual basis, usually in December. If offered, the student must:

- accept probational enrolment for a period of up to a maximum of 12 months; and
- enrol for a reduced study load during the period of probational enrolment; and
- consult with Student Services and if required the National Program Manager for assistance with study planning.

A student who is deemed ‘Competent’ in less than 50% of the units of study attempted in the period of probational enrolment may be excluded from study at the College for a period of up to 12 months. A student placed on probational enrolment has the right of appeal as per the *Grievance Policy – VET*.

### VET International Students - Intervention Strategies

VET international students are subject to a number of different Visa requirements and an intervention strategy may be required to assist with progression. International Students should refer to the *Course Duration and Progress Policy – International* for more information.

## Support Strategies for Enabling Student Progression

### The Student Services Team

All members of the Student Services team (known as Student Advisers) are able to provide advice and direction to VET students in relation to their academic progress. If a student is showing signs of not coping, absenteeism, continually arriving late or leaving early then the trainer/assessor may refer them to Student Services and/or the National Program Manager for advice.

## International Students

International students are entitled to the same services and support as domestic students. In addition, they are invited to a separate international student orientation to enable links to be formed with other students from similar backgrounds.

## Referral for Tutoring Assistance

Some VET students who experience difficulty with study and/or who identify as having a learning difficulty may require additional assistance to successfully complete their unit/s of study. In such circumstances the trainer/assessor will provide whatever assistance is reasonable and equitable. If further in-depth assistance is required the student is referred to Student Services, from whom a list of tutors registered to provide such tutoring services can be obtained. It is the student's responsibility to contact a tutor and negotiate a commercial rate etc. for tutoring. Trainer/assessors should not provide private tutoring to students in their current class/es.

## Referral for Counselling Services

Some students who experience difficulty with study and/or who identify as having difficulty may require counselling support to successfully complete their unit/s of study. In such circumstances, the trainer/assessor will provide whatever assistance is reasonable and equitable. If further support is required, the student is referred to Student Services.

The College provides access to TalkCampus, a global mental health support network. The support is a free-peer support program for students who are struggling or are worried about their mental health, and is supported by mental health professionals.

Students may also be provided with contact details for external support programs (e.g. Beyond Blue) or advised to seek professional assistance from a qualified medical professional.

See the *Student Support Services Policy – VET* for further information on student support options.

## Language Literacy and Numeracy

VET students who self-identify as having language, literacy or numeracy difficulties or who are identified by a staff member as having language, literacy or numeracy difficulties should refer to the *English Proficiency Policy - VET*. In some instances, these students may be identified as “at risk” and the College will provide appropriate assistance and advice in accordance with the *English Proficiency Policy - VET* and the *Student at Risk Policy - VET*.

## Right of Appeal

A student excluded from study under this policy has the right of appeal as per the *Grievance Policy –VET*.

## Definitions

**College** – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.

**Disadvantage** to a (transitioning) student means requiring the student to retake or be reassessed in an aspect of the course that the student has already studied and passed and/or being charged for this. If course curriculum has had additional units of study/topics added to it as a result of accreditation and in response to professional best practice guidelines then the student is required to undertake these additional units of study/topics and will be subsequently charged for them. This ensures that the student graduates with the best current educational and professional practice outcomes, allowing for registration with professional bodies and maximising career success.

**Part time student** is a student whose regular pattern of attendance is less than the full time equivalent (FTE) study load (i.e. an FTE of less than 1.0). In order to ensure course progression, the FTE of a part time student must be a minimum load of 0.5 (half) of the units of study attributed to a given teaching period (thus allowing for online study intakes where relevant).

**Student / Learner** is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

**Teaching period** is a 10 week term as advertised on the relevant College calendar/s.

## Related Procedures

Not Applicable

## Further Information

### Related Policies

*Course Duration and Progress Policy - International*

*English Proficiency Policy - VET*

*Grievance Policy – VET*

*Recognition of Prior Learning Policy – HE and VET*

*Student at Risk Policy – VET*

*Student Support Services Policy - VET*

### Related Documents

Not Applicable

### Guidelines

Not Applicable

### Benchmarking

Not Applicable

### Supporting Research and Analysis

Not Applicable

### Related Legislation

[Standards for Registered Training Organisations \(RTOs\) 2015](#)

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## Review and Approval

### Policy Author

Director of Education

### Policy Owner

Director of Education

### Contact

Director of Education

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### Recommending Body

VET Advisory Board

Meeting date: 29 November 2022

### Approval Body

Academic Council

Meeting date: 9 December 2022

### Policy Status

Revised - updated titles and terms according to current practice

### Responsibilities for Implementation

- Director of Education
- Director of Student Services & Retention
- Educational Pathways team
- National Program Managers

### Key Stakeholders

- Quality and Compliance Team
- Student Advisers, Student Services
- VET Students