
Students at Risk Procedure

Policy/Document Approval Body:	Academic Board
Date Created:	5 th August 2009
Policy Custodian:	Dean of Engineering
Policy Contact:	Accreditation Manager
File Location:	W:\Data - ALL.Standard\Policies and Procedures\EIT Policies and Procedures
Location on EIT website:	http://www.eit.edu.au/organisation-policies
Review Period:	Three years
Revision No:	6
Date of Revision:	23 June 2020
Date Approved:	18 November 2020
Date Commenced:	7 December 2020

1.0 Purpose

This procedure provides a framework to support students to be successful in a supportive teaching and learning environment. It sets out the processes for routine monitoring and identification of students at academic risk, and how interventions will support students to succeed. EIT will encourage students to be responsible for their own learning, whilst providing supports for those students who are not progressing or performing well in their studies.

2.0 Scope

This policy applies to all members of the EIT's VET and professional certificate of competency education community.

3.0. Principles

EIT's approach to identifying and supporting students at risk will be: equitable; consistent; procedurally fair; respectful of privacy; timely; and effective.

Clear and transparent internal processes for handling students at risk, will be consistent with the Student at Risk Policy and this Procedure.

EIT will be proactive in identifying students at risk, and responsible for tracking student progression and keeping appropriate records.

4.0 Progression and Triggers for Identifying Students at Risk

In order to progress through a VET award course and professional certificate of competency course, students are required to achieve at least the minimum progression levels specified for a particular course of study as determined by EIT and communicated to students prior to the commencement of a course. These indicators of progress include:

- attendance
- participation
- assessment submission
- assessment performance
- deferral of modules/units

5.0 Monitoring

The Learning Support Officers constantly monitor all students including students at risk and counsel them accordingly. Should they require additional support then this is provided to them.

6.0 Informing the Student

The Learning Support Officer will contact the “At Risk” student via email and/or phone and will counsel them on the options available to them.

The options are:

1. an extension of time on assessments and the submission of webinar summaries for missed webinars
2. additional assistance from the lecturer
3. administrative support offered by the Learning Support Officer
4. deferment of studies to a future intake
5. withdrawal from the course permanently

If the student is non-responsive and is not participating in the course, their studies will be placed on hold and their payments stopped (if applicable). The student will be notified of this via email and/or phone.

Should the student then contact the Learning Support Officer at a later stage they will be provided with the opportunity to re-join the existing intake or another intake. This will be dependant on where the student left off and where other intakes are up to, as well as how much time has lapsed since the student last participated and when the student has the time to participate and continue their course.

In this situation, the money the student has paid towards the previous course intake will be transferred to their new course intake. This is considered to be a course transfer; therefore the student is required to pay a transfer fee.

7.0 Related Documents

The following policies and procedures are related to this procedure:

- Student at Risk Policy.VET
- EIT01 Training and Assessment Policy
- EIT01.3 Student Support 2015
- Assessment Moderation and Student Progress Policy.VET
- Assessment Moderation and Student Progress Procedure.VET