STUDENTS AT RISK PROCEDURE

Policy / Document Approval Body: Academic Board

Date Created: 5 August 2009

Policy Custodian: Dean of Engineering

Policy Contact: Accreditation and Compliance Manager

Location on EIT website: https://www.eit.edu.au/about/policies-procedures/

Review Period: Every Three Years

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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

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; and
- deferral of modules / units.

5.0 Monitoring

The Learning Support Officers (LSOs) 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:

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

If the student is non-responsive, is not participating in the course or has fallen behind with 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 dependent 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.

7.0 Definitions

Please refer to the EIT Glossary that can be found here for all definitions used in this document.

8.0 Related Documents

- Assessment Validation and Student Progress Procedure.VET
- Assessment, Validation and Student Progress Policy.VET
- EIT01 Training and Assessment Policy
- EIT01.3 Support Learners Policy
- Records Management Policy and Procedure.DS
- Student Code of Conduct.DS
- Student Complaints, Grievances and Appeals Policy.VET

- Student Complaints, Grievances and Appeals Procedure.VET
- Student Support Policy.DS
- Student Support Procedure.DS
- Students at Risk Policy.VET
- VET Student Loans Policy

9.0 Related Legislation

The following legislation is relevant to this policy, however not all are mandatory for education providers:
- *Privacy Act 1988 (Cwth.)*
- *Standards for Registered Training Organisations (RTOs) 2015 (Cwth.)*
- *VET Student Loan Act 2016 (Cwth.)*
- *VET Student Loan Rules 2016 (Cwth.)*
- *VET Student Loans (Courses and Loan Caps) Determination 2016 (Cwth.)*

10.0 Accountabilities

The Academic Board is responsible for review and approval of this policy.

The policy is to be implemented via induction and training of staff and distribution to students and EIT's community via the website and other publications.