

INTERVENTION STRATEGY FOR AT RISK STUDENTS PROCEDURE

Section 1 - Purpose and Scope

- (1) This Procedure outlines the College's strategies for:
 - a. identifying and responding to students at risk of failing to progress;
 - b. implementing its stepped Provisional Enrolment interventions to respond to different categories of academic risk;
 - c. probational enrolment; and
 - d. exclusion and the process for re-admission.
- (2) This Procedure applies to all students enrolled in an undergraduate course.
- (3) This Procedure should be read in conjunction with the *Course Progression Policy and Procedure*.

Section 2 - Definitions

- (4) In addition to the definitions in the *Intervention Strategy for At Risk Students Policy*:
 - a. **Exclusion** means the decision to exclude a student from further study at the College on the basis of their unsatisfactory course progress.
 - b. **LMS** means the College's Learning Management System for students.
 - c. **Probational enrolment** means the decision to permit a student, subject to certain conditions, to continue their studies at the College despite a record of unsatisfactory course progress.

Section 3 - Procedure

- (5) The College employs different strategies aimed at identifying at risk students as early as possible, including:
 - a. setting assessment tasks early in the semester so that poor performing students are able to seek support;
 - b. notifying students via the LMS and/or email where they have been absent for 20% or more of their scheduled classes;
 - c. requiring Unit Coordinators and Head of Department to liaise directly with Student Progress Advisor (or delegate) throughout semester, identifying students at risk and the actions taken to assist these students; and
 - d. requiring teaching staff to advise about students at risk (in Week 3 and ongoing as required) for the purpose of follow up by Student Progress Advisor (or delegate).

- (6) The College regularly advises students about the services available to them via notices on the LMS, email and phone. This includes advice about reducing study load when appropriate.
- (7) The Director, Student Engagement and Wellbeing is responsible for implementing the interventions for students at risk in accordance with this Procedure.
- (8) Students are notified in writing (via their student email and/or letter) if they have been placed on a Probationary Enrolment. Students may seek advice from the Student Progress Advisor (or delegate) about the Conditional Enrolment process.
- (9) At each stage of the interventions, students are given the opportunity to discuss with the relevant staff member any exceptional or compassionate circumstances that they consider may have contributed to their poor course progress.

Cautions and Probationary Enrolment

- (10) Students will receive a caution, where they have passed at least 50% of their enrolled units in a semester but:
 - a. have not attended a minimum of 80% of their classes;
 - b. failed to engage with the content on the LMS; or
 - c. have not been on track with submitting their assessment tasks.
- (11) The College reserves the right to place a student meeting the conditions of clause 10 on a Probationary Enrolment. The terms of the intervention will depend on the step on which the student is placed.
- (12) The table below sets out the College's three-step Probationary Enrolment conditions for responding to students who have failed to satisfactorily meet their course progression requirements.

| Categories of at-risk probation | Procedural steps to implement at-risk strategy intervention |
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| (a) Probation Condition 1 – First intervention (PC 1) | |
| Where a student has: <ul style="list-style-type: none"> • failed 50% or more of their enrolled units in a semester; and/or • not attended a minimum of 80% of their classes/engaged online (first year only); and/ or • failed the same unit more than once; and/or • been identified as having breached Academic Integrity Policy and Procedure (At discretion of AIO); and/or | The student is advised in writing (email and/or letter) of their status and the terms of Probation Condition 1. <ul style="list-style-type: none"> • The student is required to contact the Student Progress Advisor within 10 working days from the date of the written notification to arrange to meet to discuss their course progression and PC 1 status. <p>This meeting will result in one or more of the following interventions:</p> <ul style="list-style-type: none"> • a reduced load for the proceeding semester; and/or |

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| <ul style="list-style-type: none"> • been identified as 'at risk' via attendance reporting (international students). | <ul style="list-style-type: none"> • adherence to a prescribed study plan, which may include individual consultations with an Academic Skills Advisor from Student Learning Services (SLS) or supported study time; and/or • attendance at least 80% of scheduled classes and be seen to engage in online and/or classroom activities and assessments. <p><i># A reminder email is sent to the student if they have not contacted the Student Progress Advisor within the 10 working days</i></p> |
| (b) Probation Condition 2 – Second intervention (PC 2) | |
| <p>Where a student has not achieved satisfactory course progression during their Probation Condition 1 enrolment status.</p> <p>This may include:</p> <ul style="list-style-type: none"> • Failing the same unit twice or more. • failed 50% or more of their enrolled units in a semester; and/or • been identified as having breached Academic Integrity Policy and Procedure (At discretion of AIO); and/or • been identified as 'at risk' via attendance reporting (international students). | <p>The student is advised in writing (email and/or letter) of their status and the terms of Probation Condition 2.</p> <ul style="list-style-type: none"> • The student is required to contact the HoD within 10 working days from the date of the written notification to arrange to meet to discuss their course progression and PC 2 status.# • The Student Progress advisor and/Director, Student Engagement and Wellbeing may attend this meeting. <p>This meeting will result in the following interventions:</p> <ul style="list-style-type: none"> • a reduced load for the semester (a maximum of 3 units); and • compulsory attendance at ongoing academic skills-based regular individual consultations with an Academic Skills Advisor in the SLS. <p><i># A reminder email is sent to the student if they have not contacted the HoD within the 10 working days.</i></p> |
| (c) Probation Condition 3 – Final intervention (PC 3) | |
| <p>Where a student has not achieved satisfactory course progression and has not met the terms of their Probation Condition 2 enrolment status.</p> <p>This may include:</p> <ul style="list-style-type: none"> • failing 50% or more of enrolled units for 3 consecutive semesters; and/or | <p>The Student Progress Advisor notifies the student in writing (email and/or letter) to request a meeting with the Dean to discuss the student's course progression.</p> <ul style="list-style-type: none"> • The Dean, in conjunction with the respective HoD, determines the outcome for the student, based on the individual student circumstances. The student may be excluded period of time (no longer than 12 months). |

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| <ul style="list-style-type: none"> • failing the same unit more than twice; and/or • not meeting/communicating with their HoD; and/or • not meeting attendance (80% of classes) or online engagement requirements through the LMS; and/or • not attending compulsory sessions with Academic skills Advisor. | <p>Students placed on a PC 3:</p> <ul style="list-style-type: none"> • If the student is permitted to enrol in units, they must enrol in a reduced study load for the semester (as determined by the Dean or delegate); • must attend weekly individual consultations with an academic skills advisor; and • are required to adhere to the intervention strategy determined by the Dean. |
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Probational enrolment

(13) The College may offer to place a student on probational enrolment if the student is deemed to have failed to achieve satisfactory course progress. Probational enrolment is an alternative to exclusion. However, exclusion may be instituted for a maximum period of twelve (12) months.

(14) A student on probational enrolment is required to:

- enrol for a reduced study load for the period of probational enrolment (one semester); and
- consult with Student Progress Advisor and other nominated staff for assistance with study planning.

Exclusion and Re-admission after Exclusion

(15) A student who is deemed to have failed to achieve satisfactory course progress may be excluded from further study at the College for a period of up to twelve (12) months. This includes but is not limited to the following circumstances:

- A student placed on a PC 3 who does not pass at least 50% of their enrolled units in a semester *and who has not attended/engaged in a minimum of 80% of their classes* will be deemed to have failed to achieve satisfactory course progress.
- A student who has failed the same or equivalent unit three times (multiple failure of a unit).

(16) Students affected by a decision to exclude them from further study:

- may access the *Grievances, Complaints and Appeals Policy* within 20 days of being notified of the decision; and
- are permitted to continue their enrolment while the appeal is being determined.

- (17) Where the student has chosen not to access or has withdrawn from the College's appeals process, or once the process is completed and confirms the original decision to exclude the student, the College will:
- advise the student in writing of the final decision, and will give reasons for the decision; and
 - for international students – notify the appropriate regulatory bodies that the student has not achieved satisfactory course progress. Refer to the Deferring, Suspending or Cancelling Enrolment Policy – International Students available on the ACPE website.
- (18) A student who has been excluded under this Policy and seeks to resume their studies with the College:
- must apply for re-admission at least four weeks prior to the commencement of the semester in which the student seeks to resume study; and
 - is subject to the requirements for the course that are current at the time the student is seeking to be re-admitted.
- (19) The Dean, with the relevant HoD and the Student Progress Advisor is responsible for assessing all applications for re-admission by an excluded student in order to consider whether the student has a reasonable chance of succeeding in the course. Factors that may be considered as part of this application include:
- any changed circumstances affecting the student;
 - the student's academic and/or vocational performance since exclusion; and
 - the student's maturity and motivation.

Related documents

This Procedure should be read in conjunction with but not limited to:

- Intervention Strategy for At Risk Students Policy
- Course Progression Policy and Procedures
- Assessment Policy and Procedure
- Examinations Policy and Procedure
- International Students Support Services Policy
- Grievances, Complaints and Appeals Policy and Procedure
- Deferring, Suspending or Cancelling Enrolment Policy – International Students

Legislation:

- Higher Education Standards Framework (Threshold Standards) 2021
- Education Services for Overseas Students Act 2000
- National Code of Practice for Providers of Education and Training to Overseas Students 2018

Document Administration

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| Procedure Name | Intervention Strategy for At Risk Students Procedure |
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| Version 1: | <p>Document revised to reflect new template including separation of Policy and Procedural requirements. Job titles updated to reflect internal operational changes.</p> <p>Further minor wording change to table Clause 12(b) - Probation Condition 2 (table): "Failing the same unit more than twice" replaced.</p> |

Unless otherwise indicated, this Procedure will still apply beyond the Review date