



Course Progress, Attendance and Completion Policy

1. Purpose

This policy and its procedures detail RBIT's strategy to:

- Ensure that international students maintain satisfactory course progress and attendance throughout their studies.
- Facilitate their successful completion of the course within the designated timeframe mentioned in their Confirmation of Enrolment (CoE).
- Comply with the legislative requirements specified in Standard 8 of the National Code 2018.

2. Policy

2. Basic Definitions:

- **Attendance:** Refers to the student's consistent physical presence and active participation in scheduled classes and assessments.
- **Satisfactory Course Progress:** Occurs when the student achieves a "Competent" (C) grade in 50% or more of the attempted units during a study period.
- **Intervention Strategy:** A personalized plan designed to provide additional support, resources, and assistance to enhance the student's academic progress and ensure successful course completion.
- **Course Completion:** Successful fulfillment of all enrolled units within the specified timeframe in the CoE and without exceeding the CRICOS course duration.
- **Study Period:** Typically refers to one term or more, with varying durations depending on the specific unit of competency.

2.2 Early information on expectations and CoE/Visa impact:

RBIT informs students at the start of the course about the expectations for satisfactory course progress and attendance, highlighting that failure to meet these requirements can result in visa cancellation. This information is communicated through the Student Handbook and during Student Orientation.

2.3 Proactive intervention strategy

RBIT is committed to an early and *Proactive intervention strategy*

- Through prompt identification and regular feedback from trainers, students showing signs of being at risk, such as consistently late assessment submissions or difficulty following up on assessments, will be identified.
- Trainers will hold informal meetings with these students to understand their concerns or provide additional support if necessary.
- In cases where overseas students have been absent for more than five consecutive days without approval or are at risk of failing to meet attendance requirements, the trainer and academic team will identify them.
- At the end of each study period, a report will be generated to assess student progress and attendance, determining the need for intervention.

2.4 Attendance Monitoring:

Students are required to maintain satisfactory attendance, with an expectation to attend 100% of their scheduled classes.

a. ELICOS course: Overseas students enrolled in an ELICOS course will undergo monitoring of their course progress and attendance. The attendance requirement for this course is 80% of the scheduled contact hours.

b. VET course (CRICOS): Overseas students enrolled in a VET course (CRICOS) will have their course progress



monitored. The expectation remains that students attend all classes, with the attendance requirement set at 80% of the scheduled contact hours for the course.

2.5 Unsatisfactory academic progress:

a. A student may be considered to have unsatisfactory academic progress in their course if they:

- Did not submit the student assessment after 2 reminders
- Fail to achieve competency (C) for 50% or more of the units within a study period.
- Fail to attain competency for the same unit after two attempts.

b. Staff may use additional early indicators, such as poor attendance and low grades in formative and summative assessments (including in-class tasks, assignments, and Assessments), to identify students at risk of unsatisfactory progress. These indicators may prompt the offer of additional support to the student but alone do not constitute unsatisfactory progress.

2.6 Intervention strategy and next actions:

a. Students who do not meet satisfactory course progress and attendance requirements in a study period will be identified. In such cases, an unsatisfactory course progress warning letter will be sent to the student, scheduling a meeting with the Academic team (Trainer and Registrar) to implement an intervention strategy.

b. If the student continues to fall short of satisfactory course progress despite the intervention strategy, they will receive a written notification indicating the intention to report their unsatisfactory progress to the Department of Home Affairs (DHA) through PRISMS. This action may have implications for their visa, potentially leading to cancellation.

3. Procedure

3.1 Unsatisfactory academic progress and attendance

a. Workflow

- RBIT establishes an official timetable and assessment submission schedule for each program, ensuring alignment with program requirements. Trainers monitor students' adherence to these schedules.
- Daily class attendance sheets are signed by students and collected at the end of the study period.
- Trainers remind students of assessment deadlines and arrange meetings if students fall behind or fail to meet competency requirements.
- Students absent for more than three consecutive days due to illness must inform the Administration officer and provide a medical certificate.
- At the end of each study period, attendance and course progress are assessed based on signed class attendance sheets and completion of assessment tasks.
 - Students falling below the required standard, failing to submit assessments after 2 reminders, or not meeting the 50% competency requirement receive a first warning letter for unsatisfactory course progression, and a meeting is scheduled with the Academic team to discuss the intervention strategy. A signed letter outlining the intervention strategy is then sent to the student's address
 - Students identified as "At Risk" for a second time (in 2 Study Periods), failing to submit assessments after 2 reminders or with competency below 50%, receive a **second warning letter**, a Notice of Intention to Report, with a meeting with the Academic team and be reminded of the Student Visa condition. The Notice outlines RBIT's plan to report progress to DHA via PRISMS



Step 1: Warning Letter 1	<ul style="list-style-type: none">* Fail to submit Assessments after 2 reminders* Achieving less than 50% Competency of units* Reassessment arrangement are made as needed
Step 2: Warning Letter 2 and Intervention Strategy Implemented	<ul style="list-style-type: none">* Fail to submit Assessments after 2 reminders (second occurrence)* Achieving less than 50% Competency of units* Reassessment arrangement are made as needed

b. Intervention Strategies

RBIT proactively identifies, notifies, and supports students who are at risk of not meeting course progress or attendance requirements. To ensure students can maintain satisfactory progress and attendance, RBIT implements various intervention strategies, including but not limited to:

- Providing counseling services on how to improve their language skills (Written, Speaking, Hearing and Reading)
- Offering academic and non-academic support sessions
- Facilitating Mandatory sessions to improve Language skills
- Arranging meetings with the PEO and Academic team to receive advice about course suitability and how to transfer to an alternative course where appropriate
- Allowing students to repeat a term if necessary.

c. Notice of Intention to Report and the subsequent reporting procedure.

As required by Section 10(2) of the Education Services for Overseas Students Act 2000, RBIT promptly reports any breaches of an accepted student's visa conditions.

In cases where students fail to maintain satisfactory course progress or attendance, RBIT is obligated to report them to the Department of Home Affairs. Prior to reporting, RBIT issues two warning letters to the students.

Following the warning letters, RBIT sends an Intention to Report to the student. This notice:

- Informs the student of RBIT's intention to report them to the Department of Home Affairs for unsatisfactory course progress or attendance.
- Provides the reasons for the Intention to Report.
- Advises the student of their right to initiate an appeal through RBIT's appeal process.

If students choose not to appeal against the Intention to Report, RBIT proceeds with the reporting process, which may result in the cancellation of the student's enrolment.

3.2 Procedures - Course completion in expected duration:

a. International students must enroll in a full-time load of units in each study period to ensure timely completion of the required units within the expected duration. They can only vary their enrolment in a full-time load in a study period when:

- they are on intervention strategies or
- enrolling extra units in their current study periods, known as "early course termination," to ensure timely completion of the course within the expected duration. Specific conditions apply for **early course termination**, as outlined below.

RBIT monitors students' study load and intervenes when necessary.



b. Early Course Termination conditions:

- Students seeking early course termination must submit a request through the Student General Request Form.
- Valid reasons, supported by evidence, must exist for shortening the course.
- Students must meet attendance and course progress requirements to demonstrate their genuineness.
- For students opting for Fast-track, adherence to the payment schedule or completion of fees is required.
- Students must follow the study plan agreed upon with the PEO and Academic team.
- Approved early course termination will result in the CoE being adjusted accordingly.
- RBIT notifies the DHA via PRISMS within 14 days of the student's acceptance of the revised study plan

3.3 Course duration extension:

Extensions to a student's course duration, as indicated by a new CoE, are allowed under the following circumstances:

1. Compassionate or compelling circumstances.
2. Compliance with RBIT's intervention strategy for students at risk of unsatisfactory course progress, where genuine progress is demonstrated but insufficient time remains to complete the program.
3. Approved deferral or suspension of the student's enrollment under Standard 9 of the National Code 2018.

4.0 Record-Keeping

1. RBIT is responsible for maintaining precise and current records of Course Progress, Attendance, and Completion documents.
2. Records of warning letters, intervention strategies, communication and counseling with overseas students, appeals, and course-related decisions will also be retained.
3. These records will be securely stored for a minimum of two years after the student's enrollment is completed or ceased.