



Course Progress, Attendance and Completion Policy

1. Purpose

This policy and associated procedures outline RBIT's approach to:

- Monitoring and supporting students to maintain satisfactory course progress and attendance
- Supporting students to successfully complete their course within the duration specified in their Confirmation of Enrolment (CoE)
- Identifying and supporting students at risk of not meeting course requirements

This policy aligns with the requirements of the 2025 Standards for RTOs, the **Education Services for Overseas Students Act 2000** and the **National Code of Practice for Providers of Education and Training to Overseas Students 2018** (including Standard 8).

2. Policy

2.1 Definitions

- **Attendance**
Refers to the student's participation in scheduled classes and learning activities.
- **Satisfactory Course Progress**
A student is deemed to have satisfactory course progress where they achieve competency in at least 50% of units attempted within a study period.
- **Intervention Strategy**
A documented plan implemented to support a student at risk of not meeting course progress or attendance requirements.
- **Study Period**
A defined period of training and assessment (e.g. term) as specified in the Training and Assessment Strategy (TAS).
- **Course Completion**
Successful completion of all required units within the duration specified in the CoE.

Relationship to Other Policies

This policy should be read in conjunction with:

- [Student Support and Wellbeing Process](#)
- [International Under 18 Welfare \(CAAW\) Procedure](#)
- [Complaints and Appeals Policy](#)

2.2 Student Information and Expectations



RBIT informs students at or prior to commencement of:

- Course progress and attendance requirements
- The implications of not meeting these requirements, including reporting via PRISMS
- Available academic and welfare support services

This information is provided through the Student Handbook and Orientation.

2.3 Monitoring of Course Progress and Attendance

RBIT will:

- Monitor student course progress on an ongoing basis
- Monitor attendance as an indicator of student engagement (where applicable)
- Review student progress at the end of each study period
- Identify students at risk of not achieving satisfactory course progress

2.4 Attendance Requirements

RBIT monitors attendance as part of its overall approach to student engagement and early identification of students at risk.

- Students are expected to attend all scheduled classes and participate in learning activities
- For **ELICOS courses**, attendance is monitored in accordance with course requirements, with a minimum attendance requirement of **80% of scheduled contact hours**
- For **VET courses (CRICOS)**, course progress is the primary measure of student performance; however, attendance is monitored to support early intervention

Attendance requirements and scheduled contact hours are detailed in the relevant Training and Assessment Strategy (TAS).

2.5 Early Identification of Students at Risk

RBIT will proactively identify students at risk based on indicators including, but not limited to:

- Non-submission of assessments
- Repeated assessment failures
- Low participation or engagement
- Poor attendance trends

Students identified at risk will be contacted and provided with appropriate support.



2.6 Intervention Strategy

Where a student is identified at risk or with unsatisfactory progress, RBIT will:

- Implement a documented intervention strategy
- Arrange a meeting with the student
- Provide appropriate academic and/or welfare support

Academic and welfare support provided as part of intervention strategies is managed in accordance with the Student Support and Wellbeing Policy.

2.7 Unsatisfactory Course Progress

A student may be identified as having unsatisfactory course progress where they:

- Do not achieve competency in at least 50% of units in a study period, or
- Fail to demonstrate progression despite support and intervention

2.8 International Students (CRICOS)

For international students:

- Course progress is monitored in accordance with Standard 8 of the National Code 2018
- Intervention strategies will be implemented for students at risk
- Students who continue to not meet requirements may be subject to reporting via PRISMS

2.9 Reporting Process

RBIT will:

- Issue a written Notice of Intention to Report
- Inform the student of the reasons for the decision
- Provide access to the Complaints and Appeals process

RBIT will only report a student after all internal appeals processes are finalised or the student has chosen not to access them.

2.10 Course Duration and Completion

RBIT will:

- Monitor student study load to support completion within the expected duration
- Only vary course duration in accordance with regulatory requirements



3. Procedures

3.1 Monitoring and Identification

RBIT will:

- Maintain attendance records where applicable
- Monitor assessment submissions and outcomes
- Identify students at risk during and at the end of each study period

3.2 Monitoring and Intervention Workflow

RBIT implements a staged approach to identify, support, and manage students at risk of not meeting course progress or attendance requirements.

STAGE	TRIGGER / INDICATOR	ACTION TAKEN BY RBIT	OUTCOME / RECORD
Early Identification (At Risk)	<ul style="list-style-type: none">- Non-submission of assessments- Low engagement or participation- Poor attendance trends	<ul style="list-style-type: none">- Trainer contacts student- Informal meeting conducted- Support options discussed	<ul style="list-style-type: none">- File note recorded- Student monitored
Stage 1 – First Intervention	<ul style="list-style-type: none">- Student not meeting course progress requirements at end of study period- Ongoing non-submission after reminders	<ul style="list-style-type: none">- Formal meeting with Academic team- Intervention strategy implemented- Written warning issued	<ul style="list-style-type: none">- Intervention plan documented- Student acknowledgement recorded
Stage 2 – Continued Risk	<ul style="list-style-type: none">- Continued unsatisfactory progress in subsequent study period- No improvement after intervention	<ul style="list-style-type: none">- Second formal meeting conducted- Intervention strategy reviewed/updated- Student advised of visa implications (if applicable)	<ul style="list-style-type: none">- Updated intervention plan- Second warning recorded
Stage 3 – Intention to Report	<ul style="list-style-type: none">- Failure to achieve satisfactory course progress after interventions	<ul style="list-style-type: none">- Notice of Intention to Report issued- Student informed of reasons and right to appeal	<ul style="list-style-type: none">- Formal notice issued- Appeals process available
Final Outcome	<ul style="list-style-type: none">- No appeal lodged OR appeal unsuccessful	<ul style="list-style-type: none">- Student reported via PRISMS (CRICOS students only)	<ul style="list-style-type: none">- PRISMS report recorded



3.3 Intervention Strategies

Intervention strategies may include, but are not limited to:

- Additional academic support sessions
- Language, Literacy and Numeracy (LLN) support
- Adjusted study plans
- Counselling and welfare support
- Referral to external services
- Review of course suitability

3.4 Notice of Intention to Report

RBIT will:

- Issue a written Notice of Intention to Report
- Provide the student with 20 working days to access the appeals process
- Maintain records of all communication and decisions

3.5 Course Completion Within Expected Duration

Students must be enrolled in a full-time study load unless:

- They are subject to an approved intervention strategy, or
- Compassionate or compelling circumstances apply

3.6 Course Duration Variation

RBIT may extend course duration only where:

- Compassionate or compelling circumstances exist, or
- The student is participating in an intervention strategy

All variations will be recorded and reported via PRISMS where required.

4. Record-Keeping

RBIT will maintain records of:

- Attendance (where applicable)
- Course progress monitoring
- Intervention strategies
- Warning letters and notices



ROYAL BRISBANE INSTITUTE OF TECHNOLOGY

Dynamic Management Group Pty Ltd t/a RBIT/RBIC
RTO: 30807 | CRICOS Code: 02370B | A.C.N.: 095 915 012 | A.B.N.: 74 095 915012

- Appeals and outcomes

Records will be retained in accordance with RBIT record management requirements.