



## COURSE PROGRESS POLICY International Students

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### CONTEXT:

This policy aims to formalize the procedure used to monitor, record, assess and report the course progress of International students enrolled at Sacred Heart College Senior.

### **Monitoring, Recording and Assessing Course Progress**

Process for Assessing Satisfactory Course Progress is defined by The National Code 2007 Standard 10.2 b& 10.3.

In the first instance, an audit process conducted at the end of a Term (or unit) on term-by-term basis is undertaken for each student in one of the three registered courses above for which the student is currently enrolled. This process identifies students at risk of failing to meet satisfactory course requirements as described above.

### PRINCIPLES:

Sacred Heart College Senior recognizes that students are primarily responsible for their own progress in a course. Teachers are also responsible for monitoring the individual progress of students in their classes and mentoring them as necessary.

The purpose of enrolling international students at Sacred Heart College Senior is to provide students from overseas with an opportunity for a quality education in a Marist tradition. This needs to benefit the individual student and strengthen the academic culture of the school.

### **Intervention Strategy**

The National Code Standard 10.2c & 10.4)

This Intervention Strategy is implemented for each student who is 'at risk' of not satisfying the course progress requirements as described above. It is activated where a student has failed or is deemed not yet competent in 50% or more of the units attempted in any one Term. (The National Code Standard 10.5)

A 'settling-in' period applies for the first term of enrolment for Years 1-10. No 'settling-in' period is extended to students in Years 11-12. Sacred Heart College Senior monitors, records, assess and reports the progress of each student enrolled in a Course of Study (comprising a number of subjects) to parents/agents at the end of each Term. A Term is usually defined as between 10 and 11 weeks of study. There are two terms in a semester, and two semesters equate to one year's study.

Unsatisfactory progress in a subject is defined as not passing or demonstrated competency in the subject and is recorded as a D- or E grade. A pass mark for each subject is 50%.

Unsatisfactory progress in a course is defined as not successfully completing or demonstrating competency in at least 50% of the subjects attempted in a term.

The following table can be used to check whether a student has satisfactorily completed the 50% of course requirement.

No of subjects attempted	No of subjects that need to be passed to meet the 50% of course requirement
5	3
6	3
7	4
8	4
9	5

A full-load is defined as a student being enrolled in the following number of subjects:

- Year 12 student – 5 subjects (plus Seminar Days),
- Year 11 student - 7 subjects (including Religious Education),
- Year 10 student - 8 subjects (including Religious Education).

Following audit, the under-mentioned intervention strategies are available for adoption, dependent upon the nature and severity of the concern identified:

- Class Teachers, Pastoral Care Coordinators, Heads of Teaching and Learning Areas, Director of Student Welfare or the SACE Coordinator will each address the concerns with the student, as appropriate.
- Unsatisfactory Progress Report is issued and forwarded to the parents' via the Agent and also the Homestay parent[s].
- Concerns are recorded on the Student's record on the student administration system
- Teachers transfer information to staff for specialist assistance.
- Action plans detailing strategies to address the specific concerns identified for each student are prepared by the appropriate personnel as above and the Director of Student Welfare, discussed with the student, implemented and recorded on the student file.
- Students acknowledge and sign these plans. Parents via Agents, are informed in writing of the process

### **Monitoring & Assessment of Progress**

Each student is monitored continuously after intervention and this ongoing review of progress is overseen by the Director of Studies.

- Interim reports at the end of Term 1 & 3 and end of Semester reports for each student provide a further indicator of measurable progress.
- After 12 months of intervention (Years 10) or 6 months of intervention (Years 11-12), if the student still does not meet the required levels of achievement as described above, the student will be identified, at this point, as having failed to satisfy the course progress requirements.

### **Point of Failure Process (The National Code Standard 10.2d, 10.2e & 10.6, 10.7)**

- The student is notified in writing as having been assessed as not satisfying the course progress requirements and the School's intention to report the student for this breach of the visa condition 8202.
- The student is notified of his right to access the School's complaints and appeals process as per Standard 8 of The National Code 2007 within 20 working days of the notification of the intention to report.
- A copy of this letter is forwarded to parents/guardian.
- Where the complaints and appeals process is not accessed by the student within 20 working days or they withdraw from the process, or the process is completed and finds in favour of the School, a report is made to DEEWR through PRISMS that the student has not achieved satisfactory course progress as soon as is practicable.

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