



VCEPP310 ACADEMIC PROGRESS POLICY AND PROCEDURE

PURPOSE

NMGC systemically monitors students' course progress. NMGC is proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements. NMGC reports students who have breached the course progress requirements, under Section 19 of the ESOS Act.

SCOPE

This policy is relevant to North Melbourne Grammar College as an Education provider for Secondary Students and is a requirement of the regulators and of the Australian Department of Home Affairs in reporting on students' academic progress

This policy applies to all VCE staff of NMGC who are responsible for recording, monitoring and reporting the academic progress of international students. It applies to all students – but particularly International Students – who are responsible for maintaining adequate individual course progress.

DEFINITIONS

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| Academic performance | Assessment academic progress |
| CoE | Confirmation of Enrolment |
| DHA | Department of Home Affairs |
| NMGC or College | North Melbourne Grammar College |
| Satisfactory progress | Successfully completing all assessments and obtaining a minimum of a C grade in all the subjects. |
| SAC | School Assessed Coursework |
| SMS | Student Management System |
| SWO | Student Welfare Officer(s) |
| Unsatisfactory progress | Where the student receives a grade below C level in any subjects attempted . |
| VCAA | Victorian Curriculum Assessment Authority |
| VCE | Victorian Certificate of Education |



ACADEMIC PROGRESS (MONITORING AND TRACKING) POLICY PRINCIPLES AND STATEMENT

This Policy should be read in conjunction with all documents in Section 3 of the Policy Handbook. Specific information relating to this Policy is outlined for students/parents in the **VCEDOC30003 NMGC ENROLMENT HANDBOOK**.

Students at enrolment will receive the **VCEDOC40201 VCE ADMINISTRATION HANDBOOK** [current version] which provides current and accurate information about VCAA requirements, course standards, timelines, qualification requirements and direction on how to access further information on the VCAA website.

The VCE is considered to be a two tiered program. Academic Progress is measured in two ways:

- In the VCE each subject has two or more outcomes. Students complete different types of tasks to show mastery of each outcome. Once a satisfactory outcome is achieved, they are deemed satisfactory.
- Further details on satisfactory achievement of outcomes can be found in the relevant Subject Study Design (found at www.vcaa.vic.edu.au). The assessment of whether a student has achieved individual outcomes is made by the teacher.
- The requirements for successfully completing the VCE are found in the **VCEDOC40001 NMGC VCE ADMINISTRATION HANDBOOK**.

Many students doing the VCE want to achieve a Tertiary Entrance Ranking (ATAR). This ranking helps them to gain entry into many University or TAFE courses. A large part of the calculation of ATAR's relates to performance in formal assessments like Exams and Coursework completed throughout the year.

As a result, student work is assessed in terms of grades and percentages. The feedback given to students on their performance in individual assessment tasks helps them to understand how they are going overall.

NMGC monitors, records and assesses the course progress of each student for the VCE programs, which the student is currently enrolled in, on the ongoing bases through School Assessment Course (SAC) work.

NMGC remains committed to identifying, at the earliest possible stage, students at risk of meeting course progress requirements in order to provide these students with timely assistance, resources and support.

Students are responsible for being committed to their learning, including taking responsibility for their own academic progress.

Students who have been identified as making unsatisfactory progress, or who are at risk of making unsatisfactory progress, are expected to take all possible steps to improve their performance, including seeking feedback, using available academic and other support services and participating fully in the development and implementation of an academic performance improvement plan.

A student will be considered to have proved unsatisfactory academic performance when one of more of the following conditions are deemed to exist:

- Not meeting individual subject learning objectives through the duration of a subject.
- Has demonstrated that progress through a course / year level will not allow completion within the expected duration and has not shown compelling circumstances to explain the lack of progress.

NMGC assesses the students against this policy and procedure on the ongoing basis as per the individual subjects SAC calendar. If a student is identified of unsatisfactory progress, the intervention strategy is implemented.

NMGC has an intervention strategy for any student who is not making satisfactory course progress. It is made available to staff and students and it specifies:

- Procedures for contacting and counselling students;
- Strategies to assist identified students to achieve satisfactory course progress; and
- The process by which the intervention strategy is activated.

NMGC intervention strategy includes provision for:

- Assisting students by advising of opportunities for the students to be reassessed for tasks or subjects they have not meet the learning outcomes; and
- Providing students with additional academic support plan; and



- Advising students that unsatisfactory course progress in two consecutive study periods could lead to the student being reported to the Department of Home Affairs and cancellation of their visa, depending on the outcome of any appeals process.

If the students' academic progress falls below the required number of subjects to gain their VCE certificate, NMGC will notify the student of its intention to report the student to the Department of Home Affairs.

Progress to the following Year Level (e.g. Year 12) is only allowed where the student has achieved satisfactory results for the majority of their subjects in the current year level (e.g. Year 11).

Students are expected to satisfactorily complete Term One and Two (Semester 1) studies before undertaking Term Three and Four (Semester 2) Studies.

PROCEDURE

Academic Progress Procedure

1. Monitoring and Tracking Academic Progress through the First Semester

| No. | Who | Actions |
|-----|---------------|---|
| 1.1 | Teachers | <ol style="list-style-type: none"> 1. Students' performance in each of their subjects is monitored by their teachers of the College. 2. An assessment program is issued at the beginning of the academic year and students are provided with an assessment schedule / SAC calendar. 3. As assessments are completed, teachers record details of achievement in the College's student management system. 4. After each School Assessed Coursework (SAC) task, teachers will enter their results into the student management system (SMS). These results are tracked by both the teachers. 5. In case where the student is identified as not meet the learning objective of the SAC the teacher will immediately notify the SWO. |
| 1.2 | SWO | <ol style="list-style-type: none"> 1. The SWO will call a meeting with the student, the teacher and the Principal to discuss the implications of not meeting the learning objectives, study habits or any other issues that may prevent student in maintaining academic progress. SWO will issue the student a formal STUDENT ACADEMIC PROGRESS 1ST WARNING LETTER. 2. An intervention plan will be organised to assist the student in meeting the future learning objectives which may consist of: <ol style="list-style-type: none"> 2.1. an additional Study Support Group Sessions after school hours 2.2. re-assessment opportunity 3. The SWO will notify the student if this happens again, further disciplinary actions will take place with the issuing of a STUDENT ACADEMIC PROGRESS 2ND WARNING LETTER. 4. Prior to the conclusion of the first semester, the students' academic progress will be assessed. If deemed, by the teacher and the SWO that the student has failed to satisfactorily complete the subjects as required, the student will be issued with a STUDENT ACADEMIC PROGRESS 3RD WARNING LETTER. |
| 1.3 | The Principal | <ol style="list-style-type: none"> 1. Students will meet with The Principal once a Term to discuss their Academic Progress and address any issues. 2. If a student is identified at risk during this meeting the step 1.2 will be implemented. |



2. Monitoring and Tracking Academic Progress at the end of First Semester

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| 2.1 | SWO / Administration Staff | <ol style="list-style-type: none"> At the conclusion of the First Semester, a subject report will be completed providing feedback on a student's performance over the course of the Semester. NMGC will endeavour to provide feedback of concerns to students and their parents prior to the creation of a subject report, but exam data may not be available until late in the process. The SWO / Administration Staff will send letters home to students and parents at the end of the first semester indicating any concerns in meeting the VCE requirements. Parent/Guardian, Teacher and Student Meetings will be held each Semester to provide feedback to parents/guardians and to give parents/guardians a chance to express any concerns. |
| 2.2 | Administration Staff | <ol style="list-style-type: none"> If a student has not meet the SAC course work for one or more subject at this point they will be issued with a formal STUDENT ACADEMIC PROGRESS NOTIFICATION (this may be either warning letter 1,2 or 3, dependent if the student has received warning letter/s throughout the semester). An appointment will be made for a student to meet with the SWO to discuss strategies to improve their situation. |
| 2.3 | SWO | <ol style="list-style-type: none"> The SWO will meet with the student, principal and the parent / guardian to discuss strategies for improvement and an intervention plan will be organised. The outcome of the meeting will be recorded in the student management system. |
| 2.4 | SWO | <ol style="list-style-type: none"> If the student has received warning letter/s up to and including warning letter 3, the student will receive an STUDENT ACADEMIC PROGRESS INTENTION TO REPORT LETTER |

3. Monitoring and Tracking Academic Progress through the Second Semester

| No. | Who | Actions |
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| 3.1 | Teachers | <ol style="list-style-type: none"> Students' performance in each of their subjects is monitored by their teachers of the College. An assessment program is issued at the beginning of the academic year and students are provided with an assessment schedule / SAC calendar. As assessments are completed, teachers record details of achievement in the College's student management system. After each School Assessed Coursework (SAC) task, teachers will enter their results into the student management system (SMS). These results are tracked by both the teachers. In case where the student is identified as not meeting the learning objective of the SAC the teacher will immediately notify the SWO. |
| 3.2 | SWO | <ol style="list-style-type: none"> The SWO will call a meeting with the student, the teacher and the Principal to discuss the implications of not meeting the learning objectives, study habits or any other issues that may prevent student in maintaining academic progress. SWO will issue the student a formal STUDENT ACADEMIC PROGRESS 1ST WARNING LETTER. An intervention plan will be organised to assist the student in meeting the future learning objectives which may consist of: |



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| | | <ol style="list-style-type: none"> 2.1. an additional Study Support Group Sessions after school hours 2.2. re-assessment opportunity 3. The SWO will notify the student if this happens again, further disciplinary actions will take place with the issuing of a STUDENT ACADEMIC PROGRESS 2ND WARNING LETTER. 4. Prior to the conclusion of the second semester, the students' academic progress will be assessed. If deemed, by the teacher and the SWO that the student has failed to satisfactorily complete the subjects as required, the student will be issued with a STUDENT ACADEMIC PROGRESS 3rd WARNING LETTER. |
| 3.3 | The Principal | <ol style="list-style-type: none"> 1. Students will meet with the Principal once a Term to discuss their Academic Progress and address any issues. 2. If a student is identified at risk during this meeting the step 1.2 will be implemented. |
| 4. Monitoring and Tracking Academic Progress on the end of Second Semester | | |
| 4.1 | SWO / Administration Staff | <ol style="list-style-type: none"> 1. At the conclusion of the Second Semester, a subject report will be completed providing feedback on a student's performance over the course of the Semester. 2. NMGC will endeavour to provide feedback of concerns to students and their parents prior to the creation of a subject report, but exam data may not be available until late in the process. 3. The SWO / Administration Staff will send letters home to students and parents at the end of each semester indicating any concerns in meeting the VCE requirements. 4. Parent/Guardian, Teacher and Student Meetings will be help each Semester to provide feedback to parents/guardians and to give parents/guardians a chance to express any concerns. |
| 4.2 | Administration Staff | <ol style="list-style-type: none"> 1. If a student has not meet the SAC course work for one or more subjects at this point they will be issued with a formal STUDENT ACADEMIC PROGRESS NOTIFICATION (this may be either warning letter 1,2 or 3, dependent if the student has received warning letter/s throughout the semester) 2. An appointment will be made for a student to meet with the SWO to discuss strategies to improve their situation. |
| 4.3 | SWO | <ol style="list-style-type: none"> 1. The SWO will meet with the student, principal and the parent / guardian to discuss strategies for improvement and an intervention plan will be organised. 2. The outcome of the meeting will be recorded in the student management system. |
| 4.4 | SWO | <ol style="list-style-type: none"> 1. If the student has received warning letter/s up to and including warning letter 3, the student will receive an STUDENT ACADEMIC PROGRESS INTENTION TO REPORT LETTER 2. The student will have 20 working days to appeal the decision by way of the VCEFOR30801 STUDENT COMPLAINTS, APPEALS AND GRIEVANCES FORM |
| 5. Reporting for Unsatisfactory Academic Progress | | |
| 5.1 | The Principal / Admin Staff | <ol style="list-style-type: none"> 1. Will only report unsatisfactory academic progress in PRISMS and advise the Australian Department of Home Affairs (DHA), in accordance with section 19 (2) of the ESOS Act if: <ol style="list-style-type: none"> a. All internal and external complaints / appeals processes have been completed and the decision or recommendation supports NMGC as a registered provider, or |



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| | | <ol style="list-style-type: none"> b. The overseas student has chosen not to access the internal complaints and appeals process within the 20 working day period, or c. The overseas student has chosen not to access the external complaints and appeals process, or d. The overseas student withdraws from the internal or external appeals process by notifying the registered provider in writing. |
| 5.2 | Admin Staff / The Principal | <ol style="list-style-type: none"> 1. When the above criteria is not met, The Admin Staff, may refer the students case to The Principal for cancellation of CoE and the subsequent updating to DHA as soon as is practicable |
| 6. Publishing and Dissemination Of Academic Progress Monitoring | | |
| 6.1 | Teacher / The Principal | <ol style="list-style-type: none"> 1. Academic Progress Monitoring information will be published in all student information so that students and/or future students will be notified of: <ol style="list-style-type: none"> a. The requirements for achieving satisfactory academic progress b. The process for assessing satisfactory academic progress c. The Intervention strategies that will be implemented for students at risk of failing to achieve Satisfactory Academic Progress. 2. The process for determining the point at which the student has failed to meet Satisfactory Academic Progress 3. Procedure for notifying students that they have failed to meet Satisfactory Academic Progress requirements |
| 6.2 | | <ol style="list-style-type: none"> 1. NMGC will also make this policy and intervention strategy (VCEPP319 STUDENT INTERVENTION POLICY AND PROCEDURE) readily available to staff and will advise teachers and SWO's appropriately. |

RELATED DOCUMENTS

VCEDOC30003 NMGC Enrolment Handbook
 VCEFOR30801 Student Complaints, Appeals and Grievances Form
 VCEPP308 Student Complaint and Grievance Policy and Procedure
 VCEPP319 Student Intervention Policy and Procedure
 VCEPP321 Student Deferral, Suspension and cancellation Policy and Procedure
 VCETEM31002 NMGC Student Academic 1st Progress Warning Letter
 VECTEM31003 NMGC Student Academic 2nd Progress Warning Letter
 VCETEM31004 NMGC Student Academic 3rd Progress Warning Letter
 VCETEM31005 Student Academic Progress Intention to Report Letter
 VCEDOC40201 VCE Administration Handbook

LEGISLATIVE CONTEXT

- Education Services for Overseas Students (ESOS) Act 2000
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018, known as 'the National Code 2018' Standard 8
- Education Services for Overseas Students Regulations 2001
- Education Services for Overseas Students Act 2000



RESPONSIBILITIES

| Role within NMGC | Area of responsibility |
|--------------------|---------------------------|
| Principal | Approval Authority |
| Principal | Development/Review |
| Compliance Manager | Monitoring and Evaluation |
| Compliance Manager | Compliance |
| Principal | Implementation |

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