

# *Monitoring Course Progress Policy*

POLICY NAME	Monitoring Course Progress Policy
POLICY MANAGER	Academic Manager, Group Quality, Accreditation & Compliance
APPROVAL AUTHORITY	CEO
RELEASE DATE	1 <sup>st</sup> July 2025
VERSION REFERENCE	Version 2.0

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# 1. Introduction

## 1.1. Purpose

The purpose of this policy is to ensure Greenwich College Pty Ltd systematically, effectively and appropriately monitors students' course progress. This includes recording, monitoring, assessing, counselling and reporting the course progress of each student.

## 1.2. Scope

This policy is an overarching Group policy and applies to:

- i) All employees of Greenwich College
- ii) All courses delivered by Greenwich College including those delivered on their behalf by education providers with whom there is a licensing arrangement. If there are any discrepancies between an affiliate's policy and these, the Greenwich College policy will apply.
- iii) All students Greenwich College Pty Ltd (also trading as Greenwich English College, Greenwich Management College, Greenwich Hospitality College, Greenwich Health & Care College) RTO: 91153, CRICOS: 02672K

# 2. Policy

Satisfactory academic progress is necessary for students to complete their qualification or course and to meet the requirements of the ESOS Act, and National Code Standards 9, 10 and 13.

Greenwich College Pty Ltd will monitor, record and assess the course progress of each student for the course(s) in which the student is enrolled.

Greenwich College Pty Ltd will assess each student's progress during and at the end of each Unit of Competency and Study Term. A Study Term consists of 6 weeks of face to face classes followed by a two-weeks break to allow for finalisation of assessments. A Study Term will include one or more Units of Competency.

Unsatisfactory progress is defined as not successfully completing or demonstrating competency in at least 50% of the course requirements during a Study Term.

Greenwich College Pty Ltd defines, in the course timetable, the course requirements for each Study Term and can identify when a student has not passed or demonstrated competency in 50% or more of the course requirements. The course requirements for each study period are also made clear to the student at the start of the course and at the start of the classes for each Unit of Competency. These requirements are clarified both in writing and verbally in class.

## 2.1. Intervention Strategy

Greenwich College Pty Ltd has and will implement an intervention strategy for any student who is not making satisfactory course progress.

This intervention strategy is made available to staff and students and specifies:

- the process by which the intervention strategy is activated; and
- procedures for contacting and counselling students; and
- strategies to assist students identified as at risk of not making satisfactory course progress to achieve satisfactory course progress.

The intervention strategy includes:

- where appropriate, advising students on the suitability of the course in which they are enrolled;
- assisting students by advising of opportunities for the students to be reassessed for tasks in units or subjects they had previously failed, or demonstrate the necessary competency in areas in which they had not been previously able to demonstrate competency; and
- advising students that unsatisfactory course progress in two consecutive study periods for a course could lead to the student being reported to DHA and potential cancellation of his or her visa depending on the outcome of any internal and/or external appeals process and the decisions made by DHA.

At the end of each compulsory study period, students will be assessed against the course progress policy. If a student is identified for the first time as not making satisfactory course progress, the intervention strategy, as outlined herein, is implemented. The intervention strategy must be activated within the first four weeks of the following study period.

However, if a trainer identifies that a student is at risk of making unsatisfactory course progress before the end of the study period, the trainer will discuss with the Academic Manager and implement the intervention strategy more immediately.

## 3. Reference and Supporting Information

### 3.1. Supporting Documentation

Document name	Document type	Location
ASQA Standards for RTO's 2025	Regulatory Standards	External
The Education Services for Overseas Students (ESOS) Act 2000	Legislation	External
The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018	Regulatory Standards	External
National Vocational Education and Training Regulator Act 2011	Legislation	External

### 3.2. Change History

Version	Approval date	Department Approved by	Change
v1.0	23 <sup>rd</sup> March 2016	Executive General Manager - Group Quality, Accreditation & Compliance General Manager Academic Manager	Monitoring Course Progress Policy
v1.1	1 <sup>st</sup> April 2017		Annual review
v1.2	1 <sup>st</sup> January 2018		
v1.3	5 <sup>th</sup> April 2023		
V2.0	1 July 2025	Group Quality, Accreditation & Compliance General Manager National Academic Manager	Update Group Logo, Greenwich headers and footers.