



AUSTRALASIA
INTERNATIONAL SCHOOL

EST: 1973
RTO CODE: 6251 CRICOS: 02747G

OVERSEAS STUDENT VISA REQUIREMENTS

Australasia International School has selected to implement its own attendance policy and procedure and utilise the Dept of Education course progress policy and procedure. Noting this, Australasia International School apply the following policy to monitor student attendance.

Australasia International School monitors the attendance of all students in all courses.

ATTENDANCE

ATTENDANCE RECORDS

Records systematically recorded for International Students on a Student Visa in a CRICOS or ELICOS registered courses are reported on weekly for non-attendance.

Non-attendance due to illness evidenced by a medical certificate, or other exceptional personal leave must also be recorded, monitored and reported weekly.

Attendance records must be completed using a black or blue pen and not in pencil.

ATTENDANCE REQUIREMENTS

The minimum standard to achieve satisfactory attendance is:

1. Attend a minimum of 80% of all structured training hours; and
2. Complete 100% of all assessment tasks satisfactorily.

ATTENDANCE HOURS TO 80% MINIMUM

1. Student is required to attend 20 hrs a week, then the minimum attendance is 16 hours;
2. Student is required to attend 25 hrs a week, then the minimum level is 20 hours per week; and
3. Student is required to attend 30 hours per week, then the minimum hours is 24 hours per week.

NON – COMMENCEMENT

Non – attendance is determined as:

1. Not attending orientation without explanation or contact; and or
2. Not attending the first day of a course or term without explanation or contact.

MONITORING ATTENDANCE

To monitor attendance:

1. Attendance records must be accurate and detailed maintained and monitored (daily) for students in all courses;
2. Trainers are required to record attendance for students in registered courses on a daily basis;
3. Administration/Student Support must be advised immediately if non-compliance with Visa conditions is evident; and
4. Administration is to prepare a report including references to all documentation and evidence relating to non-compliance issues for presentation at the VET Leaders meeting.



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ACTIONS

Monitoring attendance is a methodology we use to support each student to achieve their training and assessment goals and to meet their VISA requirements.

Attendance is collected each day of the course as per the Attendance recording policy.

Admin/Student services will collect attendance sheets weekly and calculate attendance for each fortnightly period, with notices being forwarded to students and their agent at the commencement of each third week of term.

As such, when a student is:

1. Achieving 90-85% attendance, the student will be sent Warning Letter 1 (WL1); or
2. Achieving 85 - 80% attendance, the student will receive Warning Letter 2 (WL2).

When a student is:

1. Achieving unsatisfactory attendance that is identified as nearing below 80% due to a short timeframe for measuring will be sent WL3;
2. Achieving below 80% attendance, the student will be sent Warning Letter 4 (WL4), a notice of intention to report the student via PRISMS for unsatisfactory attendance. The visa issue date and arrival in Australia date must be taken into account as well as the finalisation of application processing date for studies with us when calculating attendance; and
3. Failure to take corrective action, student is cancelled and reported in PRISMS.

When a student has not attended orientation or the first day of a course or term without explanation or contact, they will be sent Warning Letter 4 NCITR (WL4).

We may decide not to report the student for breaching the 80 per cent attendance requirements where:

- a) the student produces documentary evidence clearly demonstrating that compassionate or compelling circumstances apply;
- b) that the decision is consistent with our documented attendance policies and procedures; and
- c) we have confirmed that the student has attended at least 80 per cent of the scheduled course contact hours for the course in which the student is enrolled.

Where attendance has not been achieved for assessment, students who receive a WL1 or WL2 will be required to undertake the Assessment Intervention Program (AIP) held during week 11 of each term.

NOTICES

Administration/Student Support will issue a warning letter as soon as we are aware a student is not meeting the attendance requirements.



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Administration/Student Support must determine the appropriate warning letter, to be issued and ensure it is issued as soon as the student is to be reported and this notice will also advise of their right to access our appeals process within 20 working days of the issuance of the notice.

Warning letters 1, 2 and 3 will be personally given to a student at the commencement of their next day of attendance and Student Support is to ensure a copy of the notice is sent to the student's agent.

Warning letter 4 -notice of intent to cancel is to be issued Student Support will ensure it is delivered to the students recorded home address, with a copy sent to the student's agent.

NOTIFICATION TO DEPT. OF EDUCATION - ATTENDANCE

Administration/Student Support will notify the Secretary of Dept. Education through PRISMS as soon as practicable of the student not maintaining satisfactory attendance where:

- i. the student has chosen not to access the appeals processes within the 20 - working day period,
- ii. the student withdraws from the process, or
 - i. the process is completed and results in a decision supporting the RTO (i.e. the student's appeal was unsuccessful)

APPEALS

A student may appeal on the following grounds:

- Our failure to record or calculate a student's attendance accurately; or
- Compassionate or compelling circumstances.

COMPASSIONATE AND COMPELLING CIRCUMSTANCES

Compassionate and compelling circumstances could include but is not limited to:

- A. serious illness or injury, where a medical certificate states that the student was unable to attend classes;
- B. bereavement of close family members such as parents or grandparents (Where possible a death certificate should be provided);
- C. major political upheaval or natural disaster in the home country requiring emergency travel and this has impacted on the student's studies; or
- d. a traumatic experience which could include:
 - i. involvement in, or witnessing of a serious accident; or
 - ii. witnessing or being the victim of a serious crime and this has impacted on the student (these cases should be supported by police or psychologists' reports),
- e. inability to begin studying on the course commencement date due to delay in receiving a student visa.
- g. inability to study for a portion of a study period due to cultural reasons e.g. Arranged marriage.

Where the Student's internal appeal is unsuccessful, they are sent a letter stating they have the right to apply for an external appeal. The Student has 20 working days to provide evidence that they have lodged an external appeal with the Overseas Student Ombudsman.



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Where the student's appeal is successful, the outcomes may vary according to the findings of the appeals process.

- ii. If the internal appeal shows that there was an error in calculation, and the student actually had satisfactory attendance (attended at least 80 per cent for the Term), we will not report the student; and
- iii. If the appeals process shows that the student has not had satisfactory attendance, but there are compassionate or compelling reasons for the lack of attendance, we will not report the student.

COURSE PROGRESS

COURSE CALENDARS

VETCO will develop course calendars for each intake to ensure each course can commence and complete with sufficient time for each student to meet the Volume of Learning and amount of training requirements.

Each calendar shall demonstrate:

1. Number of weeks per term; and
2. Holiday periods.

Each calendar shall give proper consideration to the declared public holidays for NSW.

PROGRESS

Satisfactory course progress is defined as a student successfully achieving competency in 50% or greater of the course requirements in a study period (Term). So, to be clear, if there are four (4) units of competency scheduled to be delivered in a study period, the student must achieve competency in at least two (2) of those units to be achieve satisfactory course progress. Some courses include units of competency that are delivered concurrently for a longer period than 1 study period (Term), in such cases, AIS will ensure that students will always complete successfully at least 50% of assessment tasks scheduled for the Term.

Unsatisfactory course progress is defined as a student failing to successfully complete and achieve competency in at least 50% of the course requirements in that study period. So, to be clear, if there are four (4) units of competency scheduled to be delivered in a study period, the student will be deemed to have unsatisfactory course progress unless they have achieved a minimum of two (2) units of competency in the study period.

Scenario: There are five (5) units of competency scheduled to be delivered in a study period. At the end of the study period, the student has only achieved competency in two (2) units of competency. To achieve 50% or greater, the student would have needed to achieved competency in at least three (3) units of competency.

Therefore, the student with only two (2) units is assessed to have unsatisfactory course progress.

MONITORING, RECORDING AND ASSESSING THE COURSE PROGRESS

Responsibility for monitoring student progress

The Administration/Student Support is responsible for:

- a) identifying any student who may, be in need of support or intervention,
- b) working with the student and trainer to provide appropriate intervention;
- c) identifying students who have not made satisfactory progress in two (2) consecutive study periods.



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Any agreed intervention strategy is recorded in student file.

The trainer is also responsible for referring any issues pertaining to a student who is not making satisfactory progress to Administration/Student Support.

When dealing with a student who is not progressing effectively in their course we will:

1. Ensure all students are treated fairly and openly;
2. Aim to maintain student confidentiality and privacy except as required by law;
3. Ensure appropriate information will be made available to students identified as at risk of not achieving satisfactory course progress;
4. Ensure ease of access to learning and other support to students at risk of not achieving satisfactory course progress.
5. Ensure equity, consistency, transparency and natural justice principles are observed.
6. Ensure privacy laws are respected.

MONITORING ACADEMIC PROGRESS STEPS

To ensure the effective monitoring of a student's progress, Administration/Student Support will:

1. At the end of each study period identify those students who have not demonstrated competency in at least 50% of the course requirements in the compulsory study period, i.e. students who have not made satisfactory course progress at the end of the compulsory study period;
2. Monitor the progress of students during each study period to ensure at all times, students are in a position to complete the course in the time as specified on their e-CoE;
3. Contact students who have failed to achieve satisfactory course progress and arrange a meeting to discuss any concerns with students and offer assistance; and
4. Continue to monitor and record student's academic progress on completion of each further study period.

INTERVENTION STRATEGY

Reviews of the progress of all students at the completion of each term will be conducted.

Evidence to be used to support a claim of unsatisfactory progress include:

1. poor attendance records;
2. samples of the student's completed and not completed assessment tasks; and
3. trainer feedback on training/classroom participation levels, etc.).

It is a requirement under the terms of the National Code 2018 that we must undertake an intervention strategy to attempt to resolve the problem.

USE OF INTERVENTION STRATEGIES

Intervention strategies we may use to address attendance issues, include:

1. Move the student to a class behind;
2. Counsel the student to identify any personal issues affecting course progress;
3. Develop a learning contract in cooperation with the student;
4. Withdrawn the student from the class, so that we can provide 1:1 session with a Trainer;
5. Set additional tasks for the student to work on a particular area, of weakness; or
6. Appoint a student mentor to assist during classes.



Intervention strategies we may use to address course progress is:
The Assessment Intervention Plan (AIP).

In cases whereby a student is struggling with the learning materials, the trainer, is to recommend to Administration/Student Support a strategy or range of strategies which will benefit the student/s.

A course progress report including:

1. Strategy or range of strategies used;
 2. Progress of the student/s;
 3. Outcomes being achieved;
 4. Strategy/s not successful; and
 5. Students reported,
- is to be presented at the VET Leaders meeting.

REPORTING COURSE PROGRESS

After:

1. the implementation of the intervention strategy; or
2. the student has not achieved satisfactory course progress in two (2) study periods/consecutive terms, we will notify the student in writing of our intent to report them for not achieving satisfactory course progress.

The student will be assessed as making unsatisfactory course progress (see definition above) over a **compulsory study period** instigating Warning Letters to be sent to the student. An AIS Study Period is a ten week term.

Study Period 1	Week 7	Warning Letter 1	Caution, at risk	intervention	
Study Period 2	Week 7	Warning Letter 2	Intention to report	intervention	Cancel after 20 days
Study Period 1	Week 11	Warning Letter 1	Caution, at risk	intervention	
Study Period 2	Week 11	Warning Letter 2	Intention to report	intervention	Cancel after 20 days

Students who respond to the warning letter have an opportunity to address this by explaining their circumstances and in submitting assessments as required. The SSO will keep records of this.

ALLOWABLE EXTENSIONS OF COURSE DURATION

We must not extend the duration of the overseas student's enrolment if the student is unable to complete the course within the expected duration, unless:

1. there are compassionate or compelling circumstances, as assessed by the registered provider on the basis of demonstrable evidence, or
2. we have implemented, or is in the process of implementing, an intervention strategy for the student because the student is at risk of not meeting course progress requirements, or
3. an approved deferral or suspension of the student's enrolment has occurred under Standard 9 (Deferring, suspending or cancelling the overseas student's enrolment).

If we extend the duration of the student's enrolment, we must advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

NOTIFICATION TO DEPT. OF EDUCATION – COURSE PROGRESS

Administration/Student Support will notify the Secretary of Dept. Education through PRISMS as soon as practicable of the student not maintaining satisfactory progress where:

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1. the student has chosen not to access the appeals processes within the 20 - working day period,



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2. the student withdraws from the process, or
3. the process is completed and results in a decision supporting the RTO (i.e. the student's appeal was unsuccessful)

COMPLETION OF TRAINING

Where we have received a request for a letter of completion from a student who has, completed their full course and gained a qualification; or completed a minimum of one unit of competency and are completing their enrolment, we will furnish such letter.