

POLICY:	MONITORING COURSE PROGRESS
NVR Ref:	Standard 4
MCC Ref:	MCC-1-M 2
Purpose	To outline the Policy and Procedure for monitoring course progress for MCC students, in accordance with the Higher Education and Skills Group (HESG) (formerly known as Skills Victoria) Guidelines and the NVR Legislation, which requires the Institute to monitor, record and assess the course progress of all students for the duration of their enrolment.
Scope	<p>In accordance with the conditions of the NVR Legislation and Higher Education and Skills Group (HESG) funding arrangements. Student studying at the Institute are required to achieve satisfactory course progress and maintain satisfactory course attendance in order to successfully complete their program within the expected duration of study. Satisfactory course progress is defined as the successful completion by students of all required units in their study program to achieve training package qualifications.</p> <p>Satisfactory class attendance is defined as attending a minimum of 80% of scheduled classes throughout the semester. This is not applied to distance student learning programs as attendance is optional.</p>
Responsibilities	It is the responsibility of the CEO to ensure that this Policy and Procedure applies to all students enrolled in a Registered program at the Institute.
Definitions	<p>Administration Fees means a fee that is charged by MCC to eligible Government Funded Students to absorb the cost of administration and processing of the enrolment application.</p> <p>Course means either a Full Course (full AQF qualification) or Short Course (statement of attainment) consisting of units of competency.</p> <p>Course Extension(s) means the Course End Date has been extended to a date later in time than the original agreed to the Students Training Plan either by the Student request or as determined or deemed by MCC in the Student's best interests.</p> <p>Course Fee means money received by MCC directly from a student or another person who pays the money on behalf of the student for a Course which the Institute provides or offers to provide.</p> <p>Course Withdrawal means when a Student is withdrawn from a Course due to either, a Student Request in writing, Failure of Student deemed by MCC not to be competent in a timely manner (NYC) and Failure of Student to consistently provide Evidence of Participation in accordance with their Training Plan (including any agreed or deemed Course Extensions.).</p> <p>Evidence of Participation means evidence that will be accepted for this purpose as outlined in Schedule 1, Clause 11 of the 2017 VET Funding Contract.</p> <p>Full Fee means non-Government Funded students that pay a Course Fee.</p> <p>Government Course Fee or Tuition Fee means the amount(s) that are equal to Delivered Training to an Eligible Individual (Student) based on the Victorian Purchasing Guide, hourly rate under the 2017 VET Funding Contact Skills for Victoria Program and supported by evidence of Evidence of Participation.</p> <p>Government Funded means eligible individuals which are funded by the Department under the 2017 VET Funding Contract.</p>

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Action/Method	<p>Course Monitoring.</p> <p>Student progress will be monitored by MCC throughout the study period based on provision of the following evidence:</p> <ol style="list-style-type: none"> 1. Assessments submitted or 2. Classroom Workshop Attendance or 3. Evidence of Participation or 4. Evidence of Intention to complete the Course. <p>If a student is identified as ‘at risk’ of achieving a competent result for any unit within the program of study, MCC will implement an Intervention Strategy to provide the student with the necessary educational support and assistance.</p> <p>MCC’s intervention strategy will be activated where deemed appropriate in all the surrounding circumstances. Factors taken into consideration shall include; assessments submitted and completed during the proposed course duration and whether evidence of the following has occurred:</p> <ol style="list-style-type: none"> 1. Assessment submissions 2. Classroom attendance 3. Evidence of Participation or 4. Evidence of Intention to complete the Course or 5. Failed or deemed Not Yet Competent in 80% or more of the units attempted. <p>If the Student is deemed to be “At Risk” this shall result in the following Intervention Strategy occurring:</p> <ol style="list-style-type: none"> 1. MCC shall discuss with the student if the course needs to be modified or contextualised (see Course Design Delivery Policy and Procedure) 2. undertake a deemed Course Extension of a period of up to 90 days 3. arranging additional learning support or tutorials 4. arranging counselling 5. providing advice regarding study methods 6. arranging to vary or reduce the enrolment load 7. MCC shall provide specialist assistance for any single unit of competency where the student requires 8. MCC shall review the results of all Students on appropriate periodic basis.
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	<p>Following the implementation of an Intervention Strategy, training staff and the CEO will continue to monitor the Course progress of the Student for the remainder of the study period and review results at the end of relevant period.</p> <p>Cost of Intervention Program for Reassessments</p> <p>If a student has been deemed as Not Yet Competent in a unit of competency in their intervention program, no Fee or Charge shall apply to submit any re-assessment.</p> <p>Students will only be allowed a maximum of five reassessments.</p> <p>Students will receive written notification from MCC's regarding Course Withdrawal. Their enrolment, including information on accessing the Institute's appeals process. Students will have 5 working days in which to lodge an appeal.</p> <p>Withdrawal Procedure (applicable to withdrawn or discontinuing students)</p> <p>If a student discontinues, or as in the case of a withdrawal, MCC shall undertake a withdrawal of a Student from their Course in the following circumstances:</p> <ol style="list-style-type: none"> a. at Student's formal request or b. as deemed by MCC <p>MCC shall maintain copies of all submitted assessments (competent or not yet competent) and issue a statement of attainment based on the units completed.</p> <p>MCC shall hand a withdrawal notice to the Student if the Student does not provide any evidence or response to the MCC Intervention Strategy within a period of up to 60 days from the date of the proposed or extended Course End date.</p> <p>This withdrawal notice (as well as any withdrawal codes National Code "40" and the hours attended) shall be recorded in the SMS (Wisenet) and SV Government reporting system. MCC shall report all withdrawals within the year of the scheduled commencement of training and no later than 2 months from the point of withdrawal.</p> <p>If insufficient evidence of participation exists no SV government funding claim shall be applied for by MCC.</p>
<p>Related Policies and Legislation</p>	<ul style="list-style-type: none"> • Delivery of Training Policy • Enrolment Policy • <input type="checkbox"/> Enrolment Form • <input type="checkbox"/> Fees and Charges • <input type="checkbox"/> Refund • <input type="checkbox"/> Privacy

	<ul style="list-style-type: none">• <input type="checkbox"/> Records Management, Maintenance and Security• <input type="checkbox"/> National Vocational Education and Training Regulator Act 2011• Standards for Registered Training Organisations (RTOs) 2015• <input type="checkbox"/> National Code of Practice for Registration Authorities and Providers of Education and Training to Students AQTF Monitoring Course Progress.• <input type="checkbox"/> National Code of Practice for Registration Authorities and Providers of Education and Training to Students AQTF Complaints and Appeals.• <input type="checkbox"/> The Institute's Complaints and Appeals Policy.• <input type="checkbox"/> The Policy is determined in accordance with the Standards for NVR Registered Training Organisations 2011 - (Standards for Registered Training Organisations (RTOs) 2015) and with the Ministerial Directions for payment of minimal fees under Higher Education and Skills Group (HESG) funding.
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VERSION CONTROL
Review/ amendment history
Policy Approved by: Chief Executive Officer / RTO Manager

Responsible Officer: Chief Executive Officer / RTO Manager

Next Policy Review Date: July 2018

Version	Date	Details
1.0	July 2014	Policy issued
2.0	Dec 2014	Updated to reflect Standards for Registered Training Organisations (RTOs) 2015
3.0	July 2015	No material change
4.0	July 2016	No material change
5.0	Jan 2017	Updated to reflect 2017 VET Funding Contract
6.0	June 2017	No material change