



## Student Progress, Assessment and Certification

Procedure No: 3-2000

Issue date: 14.10.10

Issue No: 10

Page: 1 of 3

**Purpose:** To ensure that students are achieving the objectives of the course and are competent in the learning outcomes and that previous learning is recognised.

**Responsible Person:** CEO

**Policy:**

EQUALS International monitors, records and assesses the course progress of each student for the course in which the student has enrolled. This is performed in accordance with the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (2007).

The progress of each student is monitored during a study period and the student is assessed continuously during each study period. A study period is defined as the duration of an individual unit of competence. A study period may not exceed six months.

Students must demonstrate satisfactory academic performance and achieve competency (CA) in each Unit of Competence in order to receive their qualification. Unsatisfactory course progress is defined as not successfully completing or demonstrating competency (CNA) in 50% or more of course assessments within the study period (Unit of competence).

Where a student has been assessed as not meeting satisfactory course progress, EQUALS will action our intervention strategy (please refer to below). Where a student continues to not make satisfactory course progress EQUALS will inform the student in writing of its intention to report the student. The student is given 20 working days to access the complaints and appeals process.

EQUALS will notify DEEWR via PRISMS of the student not achieving satisfactory progress after the appeals process (if actioned) is finalized and upholds EQUALS decision to report.

**Procedure:**

**MONITORING COURSE PROGRESS PROCEDURE**

1) The monitoring of a student's course progress is based on the aggregate result of assessments completed to date, within any given study period (unit of competence). The Educator responsible for each unit of competence will assess the student competencies in accordance with the criteria set out in the curriculum/training package.

2) The Course will require the students to complete one or more formative assessment activities. These assessments are assessed qualitatively and quantitatively, the results of which are recorded in the Student's Training Plan/Qualification Checklist, Training Record Book and the student file. Records are also maintained electronically via our Student Management System (Wise.Net).

Student progress is regularly monitored with attendance checks, formative assessments and observation: level of participation, practical performance, completion of Evaluation form (F059), third party evaluation (see Process Flowcharts 3-4100). Where required, communication is recorded on the Communication Record in the student file.

3) At the end of a study period, the student will typically be required to complete a summative assessment which is designed to address the units key/core competencies. The results are recorded in the student file. The student file is located in the secure filing room at Administration.

4) Where the assessment required an Assignment Cover Sheet, this will be completed by the Educator/Assessor and a copy filed in the student file. The student will be given the original Assignment Cover Sheet which includes the result and feedback.

5) Assessment results are tallied and an overall result for the study period/unit is recorded in the database.

6) If the student is not making satisfactory course progress, the intervention strategy is actioned. Unsatisfactory course progress is defined as not successfully completing or demonstrating competency in 50% or more of course assessments within any given study period. See below for details.



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Issue No: 10

Page: 2 of 3

## Procedure continued:

### INTERVENTION STRATEGY

- 1) In the event that a student is identified as not making satisfactory course progress, EQUALS will action an intervention strategy. This may occur at any time during the study period however it is most likely to occur in the first quarter of the period.
- 2) The Educator is responsible for reporting unsatisfactory progress to the Manager.
- 3) The Manager will organize a counseling meeting with the student. This meeting may be requested by telephone, email or letter. It is expected that the student will make every effort to attend this meeting.
- 4) During this meeting the Manager assists the student in determining a plan to remedy their progress. This remedial action will be designed to achieve satisfactory course progress and may include one or more of the following strategies:
  - Attendance at an additional tutorial or study group
  - Attendance at counselling sessions
  - Individual case management
  - Assistance with personal issues which may be impacting progress
  - Providing a mentor / buddy
  - Increased monitoring of the student
  - Re-sitting the unit/subject
  - Another mutually agreeable strategy as discussed with the Student and Manager.

The meeting notes (including details of any strategies) will be recorded on the communication record in the student file. The student will be required to sign the communication record.

### REPORTING AND APPEALS

- 1) Where a student is assessed as still not making satisfactory course progress after the intervention strategy has been implemented, the Manager will notify the student in writing of their intention to report the student (F 860).
- 2) In this letter, EQUALS indicates that the student has 20 working days in which to access the Institute's complaints and appeals process.
- 3) Where a student decides not to access the complaints and appeals process, or at the end of the complaints and appeals process the student is deemed to have failed to meet satisfactory course progress, the student will be reported to the Secretary of DEST via PRISMS.

### ASSESSMENTS

EQUALS will ensure that assessments, regardless of whether through a training and assessment pathway or an assessment-only pathway:

- 1) comply with the Assessment Guidelines included in the applicable nationally endorsed Training Packages or the assessment requirements specified in accredited courses;
- 2) lead to the issuing of a Statement of Attainment or qualification under the AQF when a person is assessed as competent against nationally endorsed unit(s) of competency in the applicable Training Package or units specified in the applicable accredited courses;
- 3) comply with the principles of validity, reliability, fairness and flexibility;
- 4) provide for applicants to be informed of the context and purpose of the assessment and the assessment process;
- 5) where relevant, focus on the application of knowledge and skill to the standard of performance required in the workplace and cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills;
- 6) involve the evaluation of sufficient evidence to enable judgements to be made about whether competency has been obtained;
- 7) provide for feedback to the applicant about the outcomes of the assessment process and guidance on future options;
- 8) are equitable for all persons, taking account of cultural and linguistic needs; and
- 9) provide for reassessment on appeal.



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Page: 3 of 3

### Certification

1. For outcomes achieved through recognition of prior learning (RPL):
  - i) Sight original documentation e.g. 1<sup>st</sup> Aid Certificate; & or
  - ii) Make a written summary of interview relevant to particular units.

Refer to Skills Recognition Policy/Procedure (3-2900) for more information.
2. Upon satisfactory completion of the course, students are issued with a Certificate for successfully completing the full course, or a Statement of Attainment listing the relevant units completed.
3. If required, time will be negotiated beyond course duration to complete work or acquire the practical skills to reach the required level of competency. Record details of extra time on the Record of Communication.

**Note: Unless indicated otherwise, the word “students” implies both domestic and international students**

### Documents:

3-5200 Student Attendance Monitoring Procedure  
F 008 – Record of Communication  
F 059 – Student Evaluation Form  
F 860 – Notice of Intention to Report  
Student Attendance Verification Form

See Student Files for Sample Evidence