

Course Progress Notice (VET)

Important Notice About How to Ensure Your Academic Progress Version 2.0



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Document Number	Course Progress Notice (VET)
Replaces	
Date	22/03/2026
Owner	Academic Manager
Review Cycle	Annual
Applicable To	All teaching staff, VET students, contractors

To be able to achieve academic success you **MUST** satisfy all assessment items and tasks throughout your study plan. Academic success is best achieved by attending and participating in class.

Under the National Code 2018 (Standard 8), Shafston International College (as your educational provider) must ensure that there are options and support services in place to assist you to gain academic success. Specifically, Shafston has put the following processes in place to assist you along your study pathway:

Assessment Feedback

Assessment items and tasks are a means of collecting evidence and making decisions as to whether or not a student has achieved competency in a Unit. Assessment tasks completed to a satisfactory standard confirm the student can perform to the expected workplace standard, as outlined in the units of competency.

An Assessment Feedback Form is attached to each assessment task you complete. During an Assessment Feedback Session (face-to-face or through the student portal), your trainer will discuss your performance and identify any additional actions to address areas for improvement, or praise you for your academic success. You should use this opportunity to discuss any questions or concerns related to your studies.

Results

Each assessment task is measured by your trainer against a benchmark of satisfactory performance criteria. Students should refer to their study guide or student unit information for the performance criteria, required skills and knowledge for each Unit of Competency.

Students must gain 'Satisfactory' results in ALL assessment tasks to be deemed 'Competent' in a unit of competency. Final assessment results will be recorded as 'Competent' or 'Not Yet Competent'. Students failing to achieve 'Competent' the first time will be subject to the VET Course Progress Policy and Procedure.

Your result will be deemed 'Satisfactory' when you have demonstrated competency in all of the performance criteria and required skills and knowledge. If you are unable to demonstrate these to a satisfactory standard, your result will be deemed 'Unsatisfactory'.

Your trainer may consider you eligible for a re-sit or re-submission. You are allowed one attempt at a re-sit or re-submission for each assessment. If your result remains 'Unsatisfactory', your final result will be Not Yet Competent and you will be required to repeat the unit in its entirety.

Counselling

If you have not achieved a 'Competent' result in at least 50% of all Units at the end of each study period/stage, you will not be eligible to register for the following period/stage until you have participated in an academic counselling session with the Training Coordinator. This session will identify your new study plan and will be documented on a Repeat Consultation Form. Any additional costs will be explained during the counselling process.

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Depending on your course of study, some Units may be a prerequisite for a Unit in the following stage/period. Until you have achieved Competency in that Unit, you may be unable to progress to the next stage.

If you have any questions, concerns or complaints, please see your trainer who will refer you to the appropriate Shafston team member. You may also access the Complaints and Appeals process (OPOL009) at any time.

Document Control

Document Number	—
Document Title	Course Progress Notice (VET)
Version	2.0
Status	Approved
Approval Date	March 2026
Review Date	March 2027
Approved By	Principal Executive Officer
Applies To	All campuses: Brisbane, Gold Coast, Sydney
Standards Reference	National Code 2018 Standard 8; ESOS Act 2000; Standards for RTOs 2025
Supersedes	Course Progress Notice (VET) v1.2 (July 2021)
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Supersedes	Attendance Monitoring and Reporting Flow Chart (undated, pre-2023)

***** END OF POLICY *****