

VET Course Progress Policy and Procedure



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Document Number	VET Course Progress Policy and Procedure v2.0
Replaces	
Date	22/03/2026
Owner	VET Manager
Review Cycle	Annual
Applicable To	All teaching staff, VET students, contractors

1. Policy

As directed by the National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018), Standard 8, Shafston International College is required to monitor students' academic performance and report unsatisfactory course progress to the Department of Home Affairs (DHA) via PRISMS.

Shafston must monitor academic progress for each student for the course in which they are currently enrolled, assessed during and at the end of each compulsory study period.

A study period at Shafston comprises units of competency delivered during 20 hours of weekly timetabled contact over a stage of study of no more than 6 months, as shown on the Course Timetable and Delivery Schedule issued at Orientation.

International students must maintain satisfactory face-to-face attendance to ensure they do not exceed the allowable one-third study via online or distance learning under the National Code 2018. This will also enable successful course completion within the duration specified on their CoE.

Unsatisfactory course progress is defined as failing to achieve a Competent result in at least 50% of the enrolled units of competency in a study period

2. Monitoring Course Progress

At the start of each study period, assessment requirements and competency benchmarks are provided to students via the study resource and assessment guide. The following procedures apply:

- Assessment tasks are graded as Satisfactory or Unsatisfactory; Competence in a unit requires Satisfactory results in ALL related tasks.
- Results are communicated to students via a feedback session after each submission.
- If an assessment is Unsatisfactory, the student is advised of areas requiring improvement and given a resubmission or re-sit due date.
- If still Unsatisfactory after resubmission, the student must attend an academic counselling session with the Training Coordinator to establish an Intervention Strategy Plan.

3. Intervention Strategy

Where a student is not making satisfactory course progress, the Training Coordinator will implement an Intervention Strategy including one or more of:

- Participation in assessment support sessions;
- Repeating the unit of competency in its entirety;

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- Re-sit exam or re-assessment;
- Attendance at additional tutorials or study groups;
- Attendance at a specialised academic skills programme;
- Counselling or mentoring;
- Placement in a suitable alternative course;
- A combination of the above.

All interventions are documented on the Intervention Strategy Form and filed in the student's academic file.

If the student chooses not to attend an academic counselling session with the trainer or Training Coordinator and does not agree to a study plan, only competent outcomes will appear on their Statement of Attainment. The result for unresolved units will appear as Not Yet Competent or Withdrawn/Discontinued.

If a student does not attend an assessment feedback session and has not been contactable by the trainer, the result will appear on the student's statement of results as Not Yet Competent or Withdrawn/Discontinued.

Any additional costs associated with re-submission, re-sit examinations, or repeated units will be kept to a minimum and discussed with the student. Costs are documented on the Intervention Strategy Form and an invoice issued to the student.

4. Academic Warning Letter

At the end of each compulsory study period, if a student has not achieved Competent in 50% or more of their enrolled units, they will be issued an Academic Warning Letter. This letter:

- Advises of the obligation to complete the course within the expected duration;
- Warns that failure to achieve satisfactory progress in two consecutive compulsory study periods may result in reporting to DHA;
- Directs the student to make an appointment with the Training Coordinator.

5. Intention to Report

Where a student has not met course progress requirements in two consecutive compulsory study periods, an Intention to Report for Unsatisfactory Course Progress Letter will be issued. The student has 20 working days to appeal this letter before being reported to DHA.

6. Appeals Process

Students may appeal an Academic Warning Letter or Intention to Report letter within 20 working days on the following grounds:

- Failure to record or calculate results accurately;
- 50% or more assessment tasks are satisfactory and attendance supports this;
- Failure by Shafston to implement its intervention strategy as documented;
- Compassionate or compelling circumstances beyond the student's control.

Students appeal by completing the Student Complaint and Appeal Form for Academic Decisions and submitting it to Shafston. Refer to the Complaints and Appeals Policy and Procedure (OPOL009) for the full process.

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If the appeal is successful: results are amended and the student is not reported. If unsuccessful on compassionate grounds: ongoing support continues and the student is not reported. If unsuccessful: the student is advised of their right to external appeal and will be reported to DESE via PRISMS.

All course progress monitoring actions, intervention strategies, warning letters, and reporting decisions are recorded in the Student Management System (aXcelerate) and retained in the student's file.

7. Course Duration Extensions

Shafston will only extend a student's study duration where:

- Compassionate or compelling circumstances are evidenced (e.g., medical certificate);
- The extension is necessary to implement an approved Intervention Strategy;
- The student has been granted a deferral or suspension under Standard 9 of the National Code 2018.

Students will be notified in writing in relation to their course where erratic progress was demonstrated, that they will not be eligible to commence future courses with Shafston, and that their CoE will be cancelled on their future course start date.

If Shafston suspects that a student is not a bona fide student, Shafston may cancel the student's enrolment. Through the monitoring of attendance and/or course progress, students who are identified as having erratic attendance and/or course progress may be excluded from commencing further Vocational Education and Training stages or courses with Shafston. This includes students who have enrolled on a packaged programme.

7A. Erratic Course Progress and Non-Bona Fide Students

8. Relevant Legislation

- Education Services for Overseas Students Act 2000 (ESOS Act);
- National Code of Practice for Providers of Education and Training to Overseas Students 2018 — Standard 8;
- Standards for RTOs 2025.

Document Control

Field	Details
Document Title	VET Course Progress Policy and Procedure
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; Standards for RTOs 2025; ESOS Act 2000
Supersedes	VET Course Progress Policy and Procedure Feb 2023 v1.0

END OF POLICY