



# ASIA

ASTRAL SKILLS INSTITUTE OF AUSTRALIA  
RTO Code: 41322 | CRICOS No: 03858C

# Monitoring Course Progress Policy and Associated Procedure

V 1.0

THE EARLY CHILDHOOD COMPANY PTY. LTD. T/A ASTRAL SKILLS INSTITUTE OF AUSTRALIA (ASIA)

ABN: 80 600 951 264

RTO: 41322

CRICOS: 03858C

Page No: 1



Head Office: Level 5, Suite 513A,  
Westfield Parramatta, NSW 2150



(02) 4608 9972



info@asia.edu.au  
www.asia.edu.au



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## STATUS, DETAILS AND SUMMARY OF CHANGES

<b>Document Reference</b>	MCP-POL-PROC/2024	<b>Review Date</b>	10 Aug 2026
<b>Status</b>	Current	<b>Version</b>	1.0
<b>Effective Date</b>	10 Aug 2024	<b>Document Type</b>	Compliance (VQF)
<b>Codes, Standards and Legislative References</b>	ESOS National Code 2018 – Standard: 6.1.7; 7.2.2.1; 8.1; 8.3; 8.4; 8.5; 8.7; 8.7.1; 8.7.2; 8.7.3; 8.7.4; 8.8; 8.9; 8.13; 8.14; 8.16.2; 9.3.3 Standards for RTOs 2015 – Standard: 1.3 (b), 1.3 (c); 1.3 (d) National Vocational Education and Training Regulator Act 2011		
<b>Review Authority</b>	ASIA Compliance Team		
<b>Endorsement Authority</b>	ASIA Board of Director(s)		
<b>Enquiries</b>	Academic Manager: joy.academic@ASIA.edu.au		
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<b>VERSION CONTROL AND SUMMARY OF CHANGES</b>			
<b>Version</b>	<b>Date</b>	<b>Description of Changes</b>	
1.0	10.09.2024	Introduction of the Document	

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## Purpose

The purpose of this policy is to ensure that Astral Skills Institute of Australia (ASIA) adopts a proactive approach in monitoring students' course progress and notifying and counselling students who are at risk of failing to meet the accepted course progress requirements. International students, who persist in failing to meet course progress requirements, even after attempts by the ASIA to notify and counsel them, shall be reported to Department of Education and Department of Home Affairs in accordance with the ESOS Act 2000.

ASIA has a duty of care to assist each student to achieve their learning goals and make satisfactory progress to ensure completion of their course within the expected duration. ASIA is proactive in notifying and counselling students who are at risk of failing to meet their course progress requirements.

Each student's academic performance is monitored for both domestic and international students, and any student deemed to be 'at risk' is to be referred to CEO to discuss possible intervention strategies.

## Objective

The objective of this policy and procedure is to ensure that ASIA has:

- Suitable and appropriate mechanisms in place to monitor student and course progress.
- A policy framework for managing student progress
- Personnel that understand and know their responsibilities and obligations in relation to managing student progress

## Scope

This policy and procedure are applicable to the following stakeholders.

- ASIA Staff
- ASIA Students

## Policy

- **Satisfactory Course Progress**

Every effort will be made to proactively assist students to achieve satisfactory course progress and complete the course within expected duration. All students are expected to adhere to the requirements of course



progress. The satisfactory course progress is deemed to be 50% or more competence in the number of units of study attempted within a study period of 6 months.

- **Monitoring Course Progress**

Requirements for monitoring and progress:

- Formal monitoring, recording and assessment of student performance
  - Develop an intervention strategy
  - Determining the points at which the student has failed to meet satisfactory course progress
- The ASIA must monitor the progress of each international student to ensure the international student is able to complete the course within the expected duration specified on the student's CoE.
  - Student performance and course progress will be monitored by trainers, assessors and student support officer. Trainers are required to keep appropriate records and to undertake assessments in a timely fashion to enable effective monitoring of student academic performance and the implementation of all procedures.
  - The ASIA must identify, notify and assist an international student at risk of not meeting course progress or attendance requirements where there is evidence from the student's assessment tasks, participation in tuition activities or other indicators of academic progress that the student is at risk of not meeting those requirements.
  - All students are expected to study at least one unit (not by distance or online learning) during each study period. International students may not study more than one third of their course online or by distance learning.
  - The ASIA may only extend the duration of the student's study as a result of compassionate and compelling circumstances, where an intervention strategy is being implemented or where an approved deferment has been granted. For International Students, except in these circumstances, the student's course duration will not exceed the CRICOS registered duration. Any variations are recorded on the student file and reported correctly in PRISMS.
  - The ASIA must ensure that in each compulsory study period for a course, the international student is studying at least one unit that is not by distance or online learning, unless the student is completing the last unit of their course.





- Where the registered provider has assessed the overseas student as not meeting course progress or attendance requirements, the registered provider must give the overseas student a written notice as soon as practicable which:
  - notifies the overseas student that the registered provider intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance
  - informs the overseas student of the reasons for the intention to report
  - advises the overseas student of their right to access the registered provider's complaints and appeals process, in accordance with Standard 10 (Complaints and appeals), within 20 working days.
- If the registered provider extends the duration of the student's enrolment, the provider 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.

## Procedures

Procedure	Responsibility
At the end of each unit, trainers and assessors must submit the assessment outcomes (Unit result) for each student.	Trainer/Assessor
Unit Competency results to be updated on SMS (Student management system).	Student Services
During the term – Early detection process, Student Supports to identify the students who are likely to be at risk.	Student Services
At the end of each study period/term, student services will discuss the course progress issues with the students and identify any support required to complete the remaining unit/s.	
CEO/Student Services will organize/provide additional support(s) and allow the student(s) to resubmit their assessments during term break.	CEO; Student Services; Trainers
At the end of the term break, student services will issue <b>First Warning Letter for Unsatisfactory Course Progress</b> for each student still with an NYC (Not Yet Competent) in 50% or more units on competency. They will be deemed “students at risk” and ask them to attend a meeting to identify an appropriate intervention strategy.	Student Services; CEO
Student Services/CEO will conduct the meeting to: <ul style="list-style-type: none"> <li>▪ Identify any reasons for the unsatisfactory course progress</li> </ul>	





<ul style="list-style-type: none"> <li>▪ Discuss possible solutions to assist in rectifying the problem (i.e. possible referral to external counselling services, improve time management strategies, arrange for additional training, temporarily reduce study load, etc.)</li> <li>▪ Complete Intervention strategy Form in consultation with the student to assist them to improve their performance.</li> </ul> <p>CEO may propose the following options:</p> <ul style="list-style-type: none"> <li>• Ask to attain catchup classes/gap training</li> <li>• Submit all the remaining assessment by a deadline</li> <li>• Provide additional trainer/assessor support</li> <li>• Refer other counselling support as required</li> </ul>	CEO; Student Services
Implement the intervention strategy on the agreed start date and closely monitor students on an intervention strategy on a regular basis.	Student Services; Trainers/Assessors
Review student progress in the next term.	Student Services, Trainer/ assessor
Where the student has been identified as not making satisfactory course progress by the deadline, the Second Warning Letter will be issued and the student(s) will be asked to attend another meeting to identify any additional support needs and revised deadline will be set for resubmission of assessment(s).	CEO; Student Services/Trainers
Where a student has been identified as still not making satisfactory course progress for the second consecutive compulsory study period/term, Student Services will notify the student in writing using <i>Notice of Intention to Report for Unsatisfactory Course Progress</i> . [Refer to <i>Deferral, Suspension and Cancellation Policy and Procedure</i> for further information].	Student Services; CEO
If student has not appealed by the expiry date or chosen not to access the external complaints and appeals process or withdraws from the internal or external appeals processes by notifying ASIA in writing, CEO/Student Services will begin the process for reporting and cancellation of the student's enrolment as per Deferral, Suspension and Cancellation Policy and Procedure.	Student Services
<p>CEO will report the student's breach of visa conditions via PRISMS:</p> <ul style="list-style-type: none"> <li>• after any appeal process has been consumed, and</li> <li>• 20 working days after the letter of intention to report.</li> </ul>	CEO





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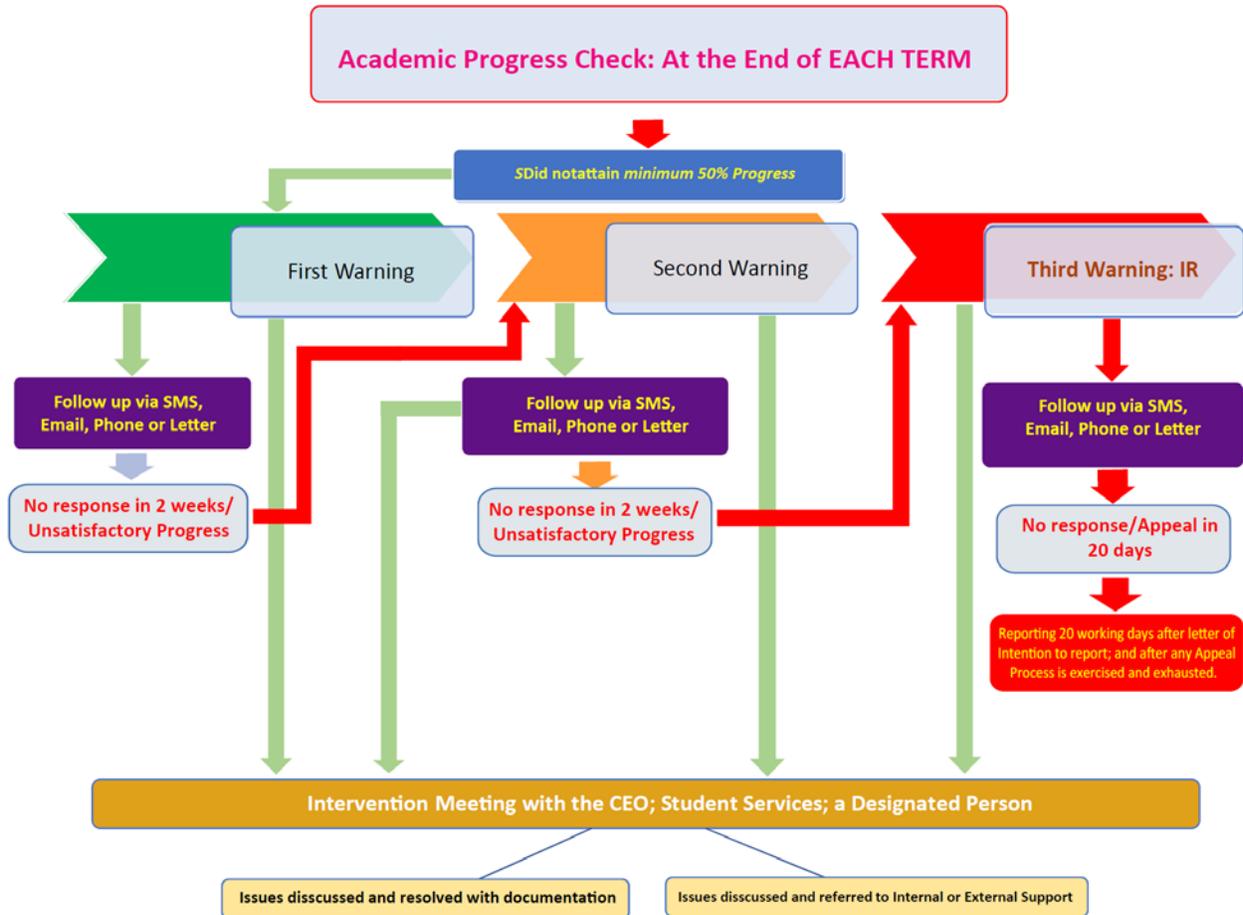


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## Course Progress Monitoring Flow Chart:



### Continuous Improvement

A summary of all critical incidents and related matter/ concerns will be presented as a part of the Continuous Improvement Policy and Procedure at the Management Meeting for review.

The purpose of this is to ensure management become aware of;

- Common threads relating to the compliance and quality assurance
- Repeat issues
- Any general adverse trends that need correcting





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## Confidentiality and Privacy Statement

For more Information, please refer to our Privacy and Confidentiality Policy.

## Publication

This document will be made available to all staff via ASIA SharePoint. The document will be explained to students during Orientation and made available through ASIA website.

## Review processes

The policy will be reviewed biannually by the compliance team/academic manager.

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