



Student Progression Policy



Purpose

The policy defines course progression requirements for enrolled students, and specifies the way in which Kirana will measure training to plan and intervene to support students at risk of not making satisfactory course progression. The policy also identifies the consequences for the student of not making satisfactory course progression.

The policy also enables compliance against Standard 5, Each learner is properly informed and protected of Standards for Registered Training Organisations (RTOs) 2015, specifically Clause 5.2.e.ii, 'any requirements the RTO requires the learner to meet to enter and successfully complete their chosen training product'.

Responsibility

Responsibility (R)	Accountability (A)	Consult (C)	Inform (I)
Student/ Campus Support Officer	National Education Manager	Senior Management Team	All Teams
VET Teacher			
Training Coordinator			
Training Manager			
State Manager			
Student Retention Manager			
Finance Officer			

Applicable Legislation/Contracts

- SRT0 2015 clauses 1.7, 1.8, 1.9, 1.10, 1.11, 1.12, 5.2
- National Code standard 10
- 2015/16 VET Administrative Information for Providers Guidelines
- State contracts (inclusive of User Choice):
 - New South Wales – Smart and Skilled
 - Western Australia – Future Skills
 - Queensland – VET Investment
 - Australian Capital Territory – Skilled Capital

Definitions

Kirana Education – Refers collectively to the group of Registered Training Organisations operating under the Kirana Colleges, and Kirana Workforce Development licensed marks. The Kirana Education group of RTOs consists of:

- Access Training Institute Pty Ltd
- Kirana Training Pty Ltd
- Maxis Solutions Pty Ltd
- Precision Training Australia Pty Ltd
- Insight Training Group Australia Pty Ltd
- Learning Lab Pty Ltd

Course completion period refers to the designated period of study as defined by Kirana for a qualification.



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Conditional enrolment refers to students who are at risk of not making satisfactory course progression against the defined progression requirements.

At risk refers to students formerly categorised as a “conditional enrolment”, who as a result of failing to maintain their prior status, will have their enrolment status advanced accordingly.

AQF refers to the Australian Qualifications Framework

Competent refers to the result that is reported when a student has demonstrated competency in a Unit of Competency from a national training package.

Unit refers to a training package unit of competency in a VET program of learning.

Not Yet Competent refers to the result that is reported when a student has not demonstrated competency in a Unit of Competency from a national training package.

Practicum collectively refers to the specific assessment activities that must be completed during work experience, or in a workplace.

Program Outline refers to a course, qualification, or structured workplace learning program that leads to the award of a qualification. It provides a summary of important information relating to the course, such as:

- Entry requirements
- Delivery methods
- Learning and assessment requirements
- Scheduling of all activities (learning and assessment)
- Student rights and responsibilities

Statement of Reasons is correspondence that is normally sent by a student to the State Manager, State Training Manager and National Education Manager outlining the circumstances that have impacted the student’s results and/or progression.

VET Program includes all training and assessment services provided where a nationally recognised vocational qualification, or part qualification is the end result. This includes training and assessment services provided to international students studying with Kirana Education’s CRICOS registered provider, Learning Lab Pty Ltd.

Principles

The following principles underpin the student progression policy and relevant study decisions:

- Students may benchmark their progress at any time, against the relevant Kirana “Program Outline”, which includes all required learning and assessment milestones and expectations. Judgements relevant to this policy will be reflective of these milestones and expectations.
- VET Teachers will be responsible for student progression, by meeting VET Teacher key performance indicators, and metrics
- Placement Readiness (where applicable)
 - It is the responsibility of the Student to ensure that they are “placement ready” before they attend their professional experience placements and/or work experience
- Duty of care toward the student
- Providing support for students in order that they may achieve their study goals and course completion
 - VET Teachers will document and report student contact, commencement of units, assessment of units, no less frequently than 48 business hours after the event.
 - Identification, reporting and notification to all relevant stakeholders of “at risk” statuses, to unsatisfactory course progression will occur as soon as possible, and no less frequently than monthly.
- Without disadvantage, this policy applies on the basis of course results in relation to student progress and professional practice in relation to work placement/work experience.
- No other factors are taken into account when identifying students at risk.



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Policy

1. Overview

The Student Progression policy will enable team members directly involved in, and indirectly supporting activities within the student life cycle to provide measured and appropriate support to students, to assist them to reach their qualification completion goals, and ensure both compliance with regulatory expectations surrounding student information provision, and progression, and facilitating at all times, good business practise and viable use of resources.

The policy is relevant across all VET programs offered by Kirana Education RTOs.

2. Accountability

The National Education Manager is accountable for this policy.

3. Monitoring course progress

The course progress of students will be monitored by the VET Teacher allocated to the Student, and State Training Manager.

The course progress of students will be reported via MyKirana. Training Coordinators and Campus Support Officers will process student activity where required. Students will be considered to be making unsatisfactory course progression if they:

- have not engaged in any learning or assessment activities in the three months preceding the identification date, and/or
- fail to achieve competency in the same unit three times; or
- do not complete their program of learning within the maximum course duration as specified in the course information provided in the relevant course outline, and on the website; or
- are deemed to be an unsafe practitioner at any point during, or following work placement/work experience

Summary of activities and related actions within the policy:

Stage	Activities	Action	When
1, 2, 3	Reporting	Review VET teacher loads via MyKirana detailing student progress	By 15 th of each month
1, 2, 3	Identification	Review of report to identify “conditional enrolment” and “at risk” students	By 20 th of each month
1, 2, 3	Reporting	Report “conditional enrolment”, and “at risk” students to Student, and Retention Manager and team for follow up	By 25 th of each month
1, 2, 3	Notification	Students notified in writing of status	By the 30 th of each month

Intervention

If a student is at risk of not making satisfactory course progression, they may be offered extra support through the implementation of an intervention strategy. The extra support may include one of more of the following:

- Learning support / Academic skilling
- Strategies identified by the LLN instrument completed by the student for the qualification they are enrolled in
- Counselling
- Disability support
- IT support
- Academic program support

Support will be provided for their period of study where the student’s progress will be monitored. The staff providing support may recommend an extension of this stage for an extra study period if deemed appropriate by the State Training Manager.



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4. Procedure

Stage 1: “conditional enrolment” students

Students identified with the status of “conditional enrolment” are those deemed to not be making satisfactory course progression.

Students will be identified as being of making unsatisfactory course progress if they:

- have not engaged in any learning or assessment activities in the three months preceding the identification date, or
- have not engaged in the learning activity requirements (verified class attendance, commencement of online learning activities, or other stipulated learning requirements) in at least 50% of units of competency enrolled (monitored on a monthly basis and benchmarked against the defined course progression requirements), and/or
- have not completed all non-practicum dependent assessment activities, in units where learning activities have commenced, in accordance with the learning and assessment expectations set out in the relevant “Program Outline”.
- Fail or are deemed Not Yet Competent in more than 50% of the units in which they are enrolled; or
- Fail to achieve competency in the same unit of competency two times as identified by the Course Coordinators and endorsed by the State Training Manager; or
- Do not complete their program of learning within the maximum course duration as specified in the course information provided on the website; or
- Are deemed to be an unsafe practitioner following work placement/work experience

Students identified as being at risk of unsatisfactory course progression will be placed on the Course Progression Register by the Student Recruitment & Retention Manager.

Identification

Students will be identified as being at risk of making unsatisfactory course progression by:

- the VET Teacher
- the State Training Manager or delegate

By the 15th of each month the MyKirana Trainer Caseload Report will be analysed by the VET Teacher and State Training Manager, or delegate to identify students at risk.

Notification

Students who are identified as making unsatisfactory course progression due to the reasons outlined above, will be notified in writing by generating and sending the “Cancellation Initial Letter” VETtrak custom report, by the 30th of each month.

Course results during “conditional enrolment” and consequences for the student

If the student is assessed as competent or completes all required, non-practicum based assessment activities of more than 50% of the units in which they are enrolled as a “conditional enrolment”, their status will normally change to be “at risk”, to ensure ongoing monitoring activities take place, including but not limited to the implementation of a personalised action plan. If a “conditional enrolment” student fails or is deemed Not Yet Competent in more than 50% of the units in which they are enrolled as a “conditional enrolment” student, they will also be designated as “at risk”. In both situations mentioned, students will be notified in accordance with stage 2 requirements below.



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Stage 2: “at risk” students

A “conditional enrolment” student who, in accordance with the previous section:

- has successfully rectified their course progress, or
- has failed to successfully rectify their progress, or
- has not engaged in any communication in response to Kirana Education personnel, will be designated as a “at risk” student. *Extra support may be provided during this period.*

Identification

Students will be identified as a “conditional enrolment” by:

- the VET Teacher
- the State Training Manager or delegate

By the 15th of each month MyKirana (or other custom report) will be analysed by the VET Teacher and State Training Manager, or delegate to identify students at risk.

Monitoring course results during conditional enrolment

If the student achieves competency in the unit(s) in which they are enrolled as an “at risk” student, their status remains as “at risk”.

If the student, whose status is “at risk”, fails or is deemed Not Yet Competent in the unit in which they are enrolled (or continues to fail more than 50% of units attempted in the case of enrolment in more than one unit) the student’s enrolment will normally be discussed with them to determining the future enrolment of the student in the course being undertaken.

However, conditional students who fail or are deemed Not Yet Competent in the unit in which they are conditionally enrolled and who have been deemed unsafe in a work placement/work experience program may be excluded from the program of study completely.

Notification

Students who are identified as “at risk” due to the reasons outlined above, will be notified in writing by generating and sending the “Cancellation 1st Reminder Letter” VETtrak custom report, by the 30th of each month.

Stage 3: Withdrawal of students

Students may be withdrawn from their units of competency immediately where one or more of the following circumstance(s) are satisfied:

- Student has not engaged in any learning activities in the three months preceding the date they were designated as “at risk”.
- Student has failed to rectify their progress satisfactorily, from when they were initially designated as a “conditional enrolment”.
- Student is deemed unsafe in a work placement/work experience program as outlined in Stage 2 above.
- Student has failed to reciprocate communication attempts from Kirana, following designation as an “at risk” within 30 days of designation.
- Student has not provided sufficient information in their show cause submission and Kirana is excluding them from further study.

Effect is given to the students’ withdrawal upon completion of the appropriate withdrawal documentation, to be completed by the State Training Manager or delegate, and completion of the appropriate actions within the student management system. The Kirana withdrawal procedure is followed in all cases.

Identification

Students will be identified as candidates for withdrawal by:

- the VET Teacher
- the State Training Manager or delegate



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By the 15th of each month the Trainer Load Report from VETtrak (or other custom report) will be analysed by the VET Teacher and State Training Manager or delegate, to identify “at risk” students who in the last 60 days, have failed to meet the requirements to remain a progressing student.

Notification

Kirana will notify the student in writing within 10 business days of withdrawing the student from their course of study, by generating and sending the “Cancellation Final Letter” VETtrak custom report. Both e-mail and a letter will be sent through the Australia Post service as acceptable modes of delivery for a withdrawal notification. The initiation of this process will not prohibit the student from exercising their right of appeal in accordance with our Student Complaints and Appeals Policy.

5. Appeals

Students are able to appeal any decision under this policy through the Student Complaints and Appeals Policy.

6. Publication

This *Student Progression Policy* will be made available to students and those seeking to enrol with Kirana through publication on the website (<http://www.kiranacolleges.edu.au/>) and summarised in the Student Handbook.

Related Procedures

- Student Fees and Charges Policy
- Student Complaints and Appeals Policy
- Core Skills Policy and Managing Individual Needs Policy
- Student Enrolment Policy
- Assessment Policy
- VET Teacher Position Description (KPIs)
- Course Suspension & Extension Policy (“6 Month guarantee”)

Related Documents

The following list of documents and reports are used in conjunction with this policy

Document type	Document name
MyKirana	Student, VET Teacher, State Training Manager Dashboard
VETtrak Report	Trainer Load Report
VETtrak Report	At Risk/Conditional Enrolment Student Register
VETtrak Report/ Letter	Cancellation Initial Letter
VETtrak Report/ Letter	Cancellation 1 st Reminder Letter
VETtrak Report/ Letter	Cancellation Letter
Form	Student Withdrawal form