
1. Purpose

This policy outlines how Niche Education Group Pty Ltd (Niche) will monitor and assess course attendance and progress of each student studying with Niche, including all divisions of Niche (Australasian Academy of Cosmetic Dermal Science, Australian College of Beauty Therapy, Australian College of Specialist Make-Up and where a third party service provider undertakes training and assessment of training, with the aim of identifying and offering support to students who are at risk of failing to make satisfactory academic progress and/or not completing the course within the expected course duration. Students holding a student visa should appreciate the reporting consequences of failure to meet attendance, course progress and academic progress requirements.

2. Responsibility

Chief Executive Officer (CEO)

3. Implementation

CEO, Education & Training Managers, Course Coordinators, Lecturers, Administration Manager.

4. Niche Satisfactory Course Progress Policy

4.1 Niche requires each student to progress through the course of study at a rate that will enable the student to complete the course in the nominated duration. Where this represents a full time study commitment the attendance of each student enrolled will be closely monitored. International students in Australia on a student visa are required to study on a full-time basis.

4.2 To maintain a full time study commitment a student's attendance should not fall below 80% in any semester. Each Lecturer will internally monitor and record the students attendance in every class and will be responsible for reporting the student's attendance to the Course Coordinator/Admin Manager if the student misses 20% of a unit in any semester. The Administration Manager will then calculate the attendance for any full-time student reported to determine whether they are in breach of 80% for the semester over all classes.

4.3 In the case of illness or bereavement, students must provide evidence of each event by providing a Medical Certificate from a Registered Medical Practitioner. The lecturer will take a copy of the medical certificate to be placed in the students file. Students should keep the original copy.

5. Satisfactory Academic Progress Policy

5.1 Each student's academic standard is internally monitored and recorded by their lecturer for each and every unit of study. Students receive feedback on the results of every assessment. If a student presents as having potential to fail to meet the above academic standard in any assessment the student will be deemed to be at risk and offered support by their lecturer.

6. Student Support and Intervention Strategies

6.1 Each lecturer will report a student who is at risk to the Education & Training Manager through their classroom monitoring of academic progress and attendance. If no improvement is being made during the study period, the student will be notified by the lecturer that a support meeting will need to take place between the student and the lecturer and/or the Education & Training Manager to put in place early support and intervention strategies.

6.2 These intervention strategies may consist of (but not limited to):

- attending special tutorials and/or coaching;
- receiving assistance with personal issues that are influencing progress
 - the need to repeat a unit of competency;
- a review of groups and teams that the student is working with;
- advice with regards to seeking external study skills support or academic support classes, for example English language support, or seeking peer tutors;
- agreement of a revised study plan – for example ability to re-submit/re-sit assessment tasks;
- referral to personal guidance counseling, internal and/or external;
- counseling about the potential of transferring to another program in the College and in which they would more easily cope;
- attendance at individual case management sessions.

6.3 Intervention measures discussed and the strategies implemented will be recorded by the staff involved in the meeting. This will include a designated time frame to review the student's progress and this time frame will be determined on a case by case basis.

6.4 A copy of discussions, strategies implemented and the review period will be kept in the student's file.

6.5 It is the student's responsibility to follow through with the program of support and strategies implemented on their behalf, as well as to maintain contact with the staff involved.

6.6 The student will be monitored throughout the duration of their Intervention, by their lecturer. If improvement in their academic and/or attendance performance is observed by the lecturer and the Course Coordinator /CEO approves, the intervention strategy will be withdrawn and/or adapted accordingly.

7. Failure to meet Satisfactory Academic Progress – International Students

7.1 If an international student has not met Niche's Academic Progress and/or Course Progress requirements after support and intervention within the designated time frame, the students will be informed in writing of Niche's intention to report the student to Department of Education and Training (DET) via Prisms for unsatisfactory student progress, in the case of international students on a student visa and of Niche's intention to cancel the student's enrolment or require a student to re-sit the entire class again AT FULL COST, in the case of domestic students. The letter will also inform the student of their right to lodge an appeal through Niche's Academic and Non-Academic Grievance Policy & Procedure and that the student has 20 working days from the nominated date in which to do so. All following action will be taken in accordance with the Niche's Academic and Non-Academic Grievance Policy & Procedure.

7.2 Evidence will be retained in the student's file of the written notice to report, documentation of the Niche's Academic and Non-Academic Grievance Policy & Procedure and if applicable a copy of a Section 20 notice of final reporting to DET via Prisms.