

**This document has been amended. [Please click here to view the reasons for the change.](#)**

## 1. PURPOSE

The following Institute policy details the process regarding satisfactory academic progress to ensure international students of Brisbane North Institute of TAFE, (BNIT) comply with mandatory student visa condition 8202 relating to academic performance under the [Migration Act 1958](#).

## 2. SCOPE

<b>Start Point</b>	International students begin study under a student visa
<b>Finish Point</b>	International students complete their study
<b>Teams Involved</b>	International team and faculties

## 3 BACKGROUND

All students enrolled in a nationally recognised training program are assessed against national competency standards.

National Standards define the competencies required for effective performance in the workplace. A competency comprises the specification of knowledge and skill, and the application of that knowledge and skill at an industry level to the standard of performance required in employment. Competency standards can be either industry or enterprise based.

## 4. REFERENCES

- [MP38 International Students Recruitment and Delivery Process](#)
- [IF712 Intervention Strategy Form](#)
- [IF713 International Students Academic Performance \(ISAP\) Report – User Manual](#)
- [TAFE Qld Student Rules 2007](#)
- [Migration Act 1958](#)
- [Education Services for Overseas Students \(ESOS\) Act 2000](#)
- [National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007](#)
- [DEST- DIAC Course Progress Policy and Procedures for CRICOS Providers of VET](#)

## 5. POLICY

The Institute has policies and procedures for monitoring the academic progress of all international students in accordance with the conditions of their Student Visa and the National Code 2007. The Institute's commitment to monitor, record and assess the academic performance of our International students will ensure these students are given every opportunity to achieve the required satisfactory academic progress for each program they are enrolled in.

Satisfactory course progress is defined as successfully completing or demonstrating competency in at least 80% of the program requirements in that study period.

## 5.1 Program progress

The institute will monitor academic performance in each unit of enrolment throughout a given semester to identify which students are identified as 'at risk' of failing to achieve satisfactory course progress.

Satisfactory attendance at scheduled classes is also monitored.

Students are expected to successfully complete all competencies attempted in the semester to meet program requirements and be allowed to re-enrol without restriction.

An intervention strategy will be implemented for those students deemed to be 'at risk' of failing to achieve satisfactory course progress.

Progress will be assessed at the end point of every study period (semester) conducted via a teacher completing an evaluation sheet identifying the students academic progress or lack thereof. Student's who have not previously been identified as being at risk of not achieving satisfactory academic performance will be subject to an intervention strategy.

## 5.2 Intervention Strategy

The **International Unit** will forward a reminder to each faculty 3 weeks prior to the end of term for teachers to action as end of term progress reports.

**Teacher** will access ISAP system and report on each student listed.

- a) For a student who is not satisfactorily completing competencies or majority of competencies and is at risk of not achieving competency in at least 50% of the program requirements, enter the information into ISAP detailing the recommendation for intervention for the student
- b) Forward a list of students identified as 'at risk' of not achieving satisfactory academic progression to the Faculty Operations Manager.

**Faculty Operations Manager and Teacher** determine Intervention Strategy which may include one or more of the following

- attending academic skills programmes;
- attending tutorial or study groups;
- receiving individual case management;
- attending study clubs;
- attending counselling;
- receiving assistance with personal issues which are influencing progress;
- receiving mentoring;
- being placed in a suitable alternative subject within a program or a suitable alternative program; or
- a combination of the above and a reduction in program load

The learning support program established must be agreed to and signed by the teacher and the international student. A record of the intervention measures implemented and documents will be kept in the student's file.

The Faculty will forward a copy of the Intervention Strategy form to the International unit who will forward a warning notice to all students deemed 'at risk'. This notice will advise the student that should they fail to achieve academic competency in a second consecutive term following the implementation of an academic intervention they may be reported for unsatisfactory course progress.

Faculty staff will continue to monitor the academic progression of the student following an intervention or learning support program and review their results at the end of the semester.

### 5.3 Second Consecutive Unsatisfactory Academic Performance

If a student who has failed to achieve satisfactory achievement in at least 50% of competencies in a second consecutive term/semester following an intervention plan, the steps outlined below must be followed:

- a) **Faculty** to advise International unit of student's that need to be reported via ISAP system.
- b) **International unit** forwards a letter of intention to report student to DIAC for unsatisfactory course progress ASAP of notification from the faculty. The letter of intent must advise the student that he/ she has 20 working days to access BNIT's appeals process.
- c) **International unit** to report student to DIAC ASAP for unsatisfactory course progress via PRISMS system *after* 20 working days where a student has not submitted a request to appeal the decision or after the appeals process is completed and the original decision stands. Section 20 notice will be generated for forwarding to student.

### 5.4 Reporting Student and Appeal

An international student who does not achieve satisfactory progress in two consecutive semesters and have previously received learning support shall be considered in breach of their academic requirements and will be reported to the Secretary of DEEWR via PRISMS under Section 19 (2) Non-compliance with Student Visa Conditions.

BNIT will inform the student in writing of the appeals process. BNIT will advise the student that if they wish the appeals process to be undertaken they must access the process within 20 working days of receipt of the initial result.

Appeals must be lodged in writing and addressed to the Director within 20 working days of the date of the student being notified of the exclusion. The process will commence within 10 working days from the date of receipt of the student's appeal and any compassionate or compelling circumstances will be considered.

After the appeals process is finalised and the international student is deemed to have failed to meet satisfactory course progress, BNIT will report the student to DEEWR and DIAC and forward a Section 20 Notice to the student. The student is then required to report to DIAC within 28 days to explain the breach, or the student visa will be automatically cancelled.

The student's enrolment will be maintained until the availability period of the appeals process has lapsed or until the appeals process has officially ended where an appeals process has been accessed.

### 5.5 Records Management

All documentation and correspondence on academic progress and any intervention strategies implemented must be stored in the student's file with faculty and international unit accordingly.

**DOCUMENT AUTHORISATION**

Owned by	(signature)
Position Title	Manager, International Business
Endorsed by	(signature)
Position Title	Director, Education and Training
Endorsed by	(signature)
Position Title	Director, Client Relations
Authorised by	(signature)
Position Title	Institute Director