

Program Progress Policy

1. Purpose

This policy outlines the acceptable levels of performance, early intervention strategies, attendance and progress conditions for all SIBT students.

2. Application

This policy applies to all SIBT students.

3. Policy Statement

SIBT considers that both academic performance and attendance are critical to successful achievement of progression requirements at the College. On this basis, both factors are monitored throughout each semester to identify students at risk and implement intervention strategies to strengthen success.

Student progression is considered to be satisfactory while:

- passing grades have been achieved in at least 50% of units in which a student is enrolled in any teaching session; and
- a student is achieving a minimum GPA of “Pass”.

Attendance levels at the College are considered satisfactory if a student has attended at least 80% of scheduled course contact hours.

Academic and attendance requirements are embedded within Unit Guides.

4. Early Intervention Strategies

SIBT offers a range of strategies to maximise each student’s chance of success. In addition to support workshops to develop academic, numeracy and study skills, early intervention strategies that identify and support at-risk students include:

- advising students during orientation that if difficulties are experienced with study load, withdrawal from one or more units can be requested. Dates for withdrawal without financial or academic penalty are highlighted and international students are advised of the need to also maintain a full time study load (3 units) and complete within the limits of the Student Visa (made possible by the trimester academic calendar);
- contacting those students who, at the end of week two, are not attending classes or completing pre-class activities, to determine the reason and promote meetings with Student Learning Advisors and / or attendance at support workshops;
- early assessment tasks to provide students and staff with an opportunity to assess learning to date and address any issues from the outset. Students identified as having performed poorly in the early assessment task are contacted and advised of strategies for improvement;

- automated notification via the portal to students who are at risk of not attending 80% of their classes, thus potentially compromising their ability to succeed;
- an online “At Risk Register” utilised by teaching and support staff to identify students deemed to be at risk as a result of academic performance, attendance or on conditional enrolment in the current semester. This Register is progressively populated in weeks one to four, at which time a follow up process with students is initiated and again repeated in weeks seven and eight; and
- support workshops for specific units in which groups of students appear to be struggling.

At the beginning of the session students are made aware of support via the student portal and during orientation.

5. Program Progression Monitoring

At the completion of each session, SIBT reviews the final grades and attendance levels of all students to monitor their progress.

Students who are deemed to have achieved satisfactory progression are permitted to continue with their enrolment.

Contact is made with all students who have not met satisfactory progression requirements to initiate conditional enrolment processes, promote support mechanisms offered by the College and invite students to seek academic and/or welfare assistance.

6. Conditional Enrolment

Students who have been assessed as not meeting satisfactory progression requirements will be subject to conditional enrolment and placed on a three step warning process as follows:

- **Condition 1:** (CON1 – first warning)

Students will be:

- notified of their Academic Standing via email prior to the re-enrolment process;
- advised to meet with a Student Learning Advisor;
- permitted to only enrol in a maximum of 3 units for the upcoming session; and
- required to attend a support study skills unit offered by the College.

- **Condition 2:** (CON2 – second warning)

If a student on Condition 1 fails to meet satisfactory progression (passing 50% or more of their units and maintaining 80% attendance), the student will be:

- notified of their Academic Standing via email prior to the re-enrolment process; required to meet with a Student Learning Advisor prior to and during the upcoming session; and
- permitted to only enrol in a maximum of 3 units for the upcoming session.

- **Condition 3: (CON3 – final warning).**

If a student on Condition 2 fails to meet satisfactory progression (passing 50% or more of their units and maintaining 80% attendance), the student will be:

- notified of their Academic Standing via email prior to the re-enrolment process; required to meet with a Student Learning Advisor prior to and during the upcoming session;
- permitted to only enrol in a maximum of 3 units;
- advised that this is their final chance of continuing SIBT enrolment; and
- if satisfactory progress is not achieved, the student is eligible for exclusion at the end of the session.

- **Provisional Entry (Enrolment Conditions: PEM and PEM1)**

An IELTS of 6.0 is the requirement for entry into an SIBT Diploma. For students who meet all the other academic entry requirements specific to their program, but have an IELTS of 5.5, SIBT provides an enabling English language support unit, ACES100 Academic Communication for English Success. This is known as Provisional Entry. The additional English language classes enable students to be successful in their chosen Diploma and are taken in their first trimester, alongside one specific Diploma unit. The Diploma units are chosen for their practical nature, i.e. the study plan for these students ensures they are not overloaded from a linguistic perspective. The additional English language support does not add any additional time to the overall duration of study – students can still complete their Diplomas in 12 months.

Full entry into the Diploma program is contingent upon achieving a minimum mark of 50% and a grade of Satisfactory in ACES100. Should a student be unsuccessful in ACES100 in their first attempt, they will be allowed to repeat the unit one additional time at the full cost of the unit. If the student is unsuccessful after two attempts, their enrolment may be terminated by SIBT.

PEM

Students with Provisional Entry will be put on the enrolment condition PEM.

Apart from ACES100, students will also enrol into one Diploma unit, specified by SIBT.

PEM1

Should a student be unsuccessful in ACES100 in their first attempt, they will be allowed to repeat the unit one additional time. These students repeating ACES100 will be put on the enrolment condition PEM1 and the student will be

- notified of their Academic Standing via email prior to the re-enrolment process;
- required to meet with a Student Learning Advisor prior to and during the upcoming session;
- permitted to only enrol in a maximum of one Diploma unit, which is specified by SIBT;
- advised that this is their final chance of continuing SIBT enrolment; and
- if satisfactory progress is not achieved, the student is eligible for exclusion at the end of the session.

The final intake for Provisional Entry will be Session 1 (March) 2020, after which point Provisional Entry (and therefore the ACES100 support unit) will no longer be available. SIBT will ensure that students who enter the College in the Session 1 2020 intake will be able to repeat the ACES100 support unit if required, but no further new students will be accepted after the Session 1 intake.

Students placed on Conditional Enrolment or PEM1 are given the opportunity to discuss exceptional or compassionate circumstances that have contributed to unsatisfactory academic progress, so support strategies can be developed to maximise their chance of future study success.

7. Exclusion

If a student fails to meet satisfactory progression for a fourth time, (or the second time for students undertaking ACES100) they will be advised in writing that SIBT intends to exclude them from their program.

International students on a Student Visa will be notified that they may be reported to the Department of Home Affairs. Students will be informed that they can access SIBT's Student Complaints and Appeals Policy to appeal the decision within 20 working days (see [www.sibt.nsw.edu.au/ Policies](http://www.sibt.nsw.edu.au/Policies)).

Where the student has chosen to access the Student Complaints and Appeals Policy and the process results in a decision supporting the student, they will be permitted to continue with their enrolment at SIBT.

Where the student has chosen not to access the Student Complaints and Appeals Policy within the 20 working day period, withdraws from the process, or the process is completed and results in the student being excluded, SIBT will advise the student in writing of the final decision to exclude, including details of the reasons and file a copy in the student's folder.

In the case of an international student, SIBT will notify the Department of Education and the Department of Home Affairs that the student has not achieved satisfactory program progression.

8. Appeal Against Exclusion

Please refer to the *Student Complaints and Appeals Policy*.

9. Readmission after exclusion

Please refer to the *Admissions Policy*.

10. Definitions

- *Academic Progress*

Meeting all the assessment requirements of a unit and overall performance within the study period in which the student is currently enrolled

- *Program Progress*

Students' overall progress in successfully completing all the units in the program of study and meeting attendance requirements.

- *Attendance*

Calculation of student attendance in scheduled classes within a semester.

- *Scheduled Class*

A class in which a student is currently enrolled.

11. Related Documents

- Grievance/Appeal form
- Student Complaints and Appeals Policy
- Admissions Policy
- Attendance Policy
- National Code of Practice 2018

Amendment History

Department:	Academic	
Approval Authority:	Academic Board	
Initial Approval Date:	10 May 2010	
Date for Next Review:	October 2022	
Revision Date		
Version		
Summary of changes		
10/05/10	1	Details transferred onto new template.
06/10/11	2	Updated formatting in line with UPD
19/06/12	3	Added statement - <i>SIBT may commence applicable disciplinary procedures if a person to whom this policy applies breaches this policy (or any of its related procedures).</i>
09/11/12	4	All references to DEEWR replaced with DIISRTE
30/07/13	5	Complete review of policy to align to current process
01/09/14	6	Updated DIAC to Department of Education-DIBP
17/11/14	7	The policy was reviewed and amended to include the importance of attendance to improve course progress and steps to be taken to review, monitor and address poor performance.
11/03/16	8	The policy was updated and reviewed. Endorsed at SMT on 10/3/16 and approved at Academic Board 11/3/16. The title of the policy was changed (Course to Program)
04/04/17	9	The policy was updated and reviewed to simplify language so students can better understand the conditional enrolment.
04/12/18	10	The policy was updated and reviewed to reflect the program changes at SIBT.
24/10/2019	11	Clarified information regarding Provisional Entry