

## POLICY S8.2

# STUDENT PROGRESSION AND SUPPORT

## 1.0 INTRODUCTION

### 1.1 Context

Supporting students to progress through their chosen course at the Australasian College of Health & Wellness (ACHW) is of paramount importance to ACHW. Poor student progress can have a negative effect on all aspects of the organisation, including the overall student experience, retention rates, attrition rates, the reputation of ACHW, its courses and staff.

### 1.2 Purpose

This policy provides the principles under which student course progress is monitored by ACHW and to ensure that appropriate intervention strategies are proactively employed so at-risk students may be supported and successfully progress through their chosen course of study.

### 1.3 Scope

This policy applies to all students of ACHW and its third-party partners irrespective of location, activity, premises, or mode of study.

This policy applies to academic and professional staff in terms of the actions required to monitor, intervene and, where appropriate, develop a support plan.

### 1.4 Scope Exceptions

None.

## 2.0 RESPONSIBILITIES

1. The Admissions Team, in conjunction with Head of School, ACHW, is responsible for identifying any students who may be admitted to any ACHW course and, in the opinion of the Head of School, ACHW, may be at-risk of not achieving satisfactory course progress unless a support plan is put in place for the identified student(s).
2. Academic Staff are required to identify any at-risk students and bring these to the attention of the Head of School, ACHW at any time.
3. Facilitators and the Academic Learning Advisors are responsible for providing an update to the Head of School, ACHW on the progress of all students who may be potentially at-risk of not progressing through their course or may be potentially breaching an existing support plan.

4. The teaching staff are responsible for identifying any at-risk students which are found to be making unsatisfactory course progress to the Head of School, ACHW, who then reports to the Assessment Review Committee (ARC) at the end of each study period.
5. At-risk students are responsible to follow the requirements outlined in their support plan and proactively seek additional support when required.
6. Academic Learning Advisors and Academic Staff are responsible for implementing this policy and its associated procedures and report any alleged breaches of a support plan to the Head of School, ACHW.
7. ACHW is responsible for providing adequate academic learning support resources in order to assist students with their study program and assist students to meet their obligations under a support plan (where applicable).
8. The Head of School, ACHW is responsible for reporting attrition, retention, and progression data to the ACHW Academic Board and ACHW Corporate Boards on a quarterly basis.

## 3.0 POLICY

### 3.1 Principles

1. ACHW is committed to supporting students to successfully complete their course of study within their designated period of enrolment. This includes the early identification of students requiring additional support for their studies.
2. Each unit outline clearly outlines the assessment requirements for that unit, and the minimum requirements for a student to successfully complete that unit.
3. Students are provided with reasonable opportunity to consult with Facilitators and discuss their progress in each unit of study, including feedback on assessment, in accordance with the Student Consultation Policy.
4. Academic Learning Advisors are available for students to seek advice on their individual study plans and discuss their rate of progress through their course of study.
5. Students are able to check their academic results at the end of each study period. The transcript identifies the units that the student has completed.
6. ACHW proactively seeks to identify students who may be at-risk of not meeting course requirements. Steps are in place to identify at-risk students from pre-enrolment up to and including re-enrolment in each subsequent study period.
7. Where a student is identified as being at-risk of not meeting course requirements, the student is counselled and may require a support plan.
8. Where a student believes they need additional assistance they are encouraged to discuss their needs with an Academic Learning Advisor or other ACHW staff member.

## 4.0 DEFINITIONS

- **At-risk student** - A student who has not met (or is at risk of not meeting) course progress requirements.
- **Assessment Review Committee (ARC)** - A Committee chaired by the Head of School, ACHW, convened to review student results.
- **Support Plan** - A formal plan which requires a student who has been identified as being 'at risk', to meet certain criteria in order to support them to meet course progress requirements.
- **Course of Study** - A qualification which a student may be enrolled in as a full time or part time student.
- **Study Period** - A scheduled period of time (e.g., semester, trimester, term) within a course of study.

## 5.0 REFERENCES AND ASSOCIATED INFORMATION

- Student Progression and Support Procedure
- Student Diversity and Equity Policy
- Student Consultation Policy
- Assessment Moderation Policy
- Student Grievances and Complaints Policy
- Retention and Success Plan

## 6.0 POLICY OWNERSHIP

Policy Owner	Director of Education
Status	Reviewed on January 2021
Approval Authority	ACHW Academic Board
Date of Approval	June 2021
Effective Date	June 2021
Implementation Owner	Head of School, ACHW
Maintenance Owner	Senior Policy and Compliance Officer
Review Due	May 2024
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## 7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
S8.0	10 July 2017	Head of Compliance / Director ACHW	Initial document review after purchase of MHMHE
S8.1	10 March 2020	Academic Board	General review
S8.2	1 June 2021	Head of School, ACHW	Revised context and purpose Revised scope Revised definitions Added Support Plan Extracted further procedure from policy and added to procedure