



JOHN PAUL COLLEGE LTD

Monitoring Course Progress & Attendance Policy

Visa Condition 8202: Satisfying Attendance and Academic Course Requirements

The following statement identifies the levels of attainment for students studying at John Paul College on a student visa, subclass 571, for the Schools Sector that satisfy the academic coursework progress requirements of that institution. It also seeks to identify and document how the College monitors, records and assesses student course progress as required by Student Visa Condition 8202, subclass 571. (The National Code Standard 10.1)

- Students entering and continuing their enrolments in one or more courses (refer below) are required to meet the following satisfactory levels of achievement as determined by the registered provider, John Paul College CRICOS 00500B (The National Code 2007 Standard 10.2a):**

Course Number	Course Name	Year Levels	Satisfactory Level of Achievement
010139J	Primary	Years 1-7	Overall individual satisfactory achievement in Literacy (including English), Numeracy (including Mathematics), Science and SOSE (Years 1-6). As below for Year 7.
04884D	Junior Secondary	Years 8-10	A minimum overall achievement of a C (SA) grade in Literacy (including English), Numeracy (including Mathematics), and the Discovery Program (Years 8 & 9). As below for Year 10.
04885C	Senior Secondary	Years 11-12	A minimum overall achievement of a C (SA) grade in every subject studied.

2. Monitoring, Recording and Assessing Course Progress

- Process for Assessing Satisfactory Course Progress** (The National Code 2007 Standard 10.2b & 10.3)

In the first instance, an audit process conducted at the end of a term (or unit) on term-by-term basis is undertaken for each student in one of the three registered courses above for which the student is currently enrolled. This process identifies students at risk of failing to meet satisfactory course requirements as described above.





b) Intervention Strategy (The National Code Standard 10.2c & 10.4)

This intervention strategy is implemented for each student who is at risk of not satisfying the course progress requirements as described above. It is activated where a student has failed or is deemed not yet competent in 50% or more of the units attempted in any one term. (The National Code Standard 10.5)

A settling-in period applies for the first term of enrolment for Years 1-10. No settling-in period is extended to students in Years 11-12.

Following audit, the following intervention strategies are available for adoption, dependent upon the nature and severity of the concern identified:

- (i) Class teachers/Heads of Learning or Team Leaders/Deputy Heads of School/ Heads of School/Directors of Teaching & Learning address concerns with the student.
- (ii) Concerns are recorded on the student's record on the student administration system (Synergetic).
- (iii) Teachers transfer information to the Learning Enhancement Centre staff for specialist assistance.
- (iv) Action plans detailing strategies to address the specific concerns identified for each student are prepared by the appropriate personnel in (i) above, in consultation with the class/subject teacher and the Learning Enhancement Centre staff, discussed with the student, implemented and recorded on the student file as described above. Years 7-12 students sign-off on these plans. Parents are informed in writing of the process in place.
- (v) Teachers discuss concerns with parents/guardian at Parent/Teacher Interviews.

a) Monitoring & Assessment of Progress

- (i) Each student is monitored continuously after intervention and this ongoing review of progress is overseen by the Directors of Teaching & Learning.
- (ii) Interim reports at the end of Term 1 & 3 for Years 7-12 and end of semester reports for each student (Years 1-12) provide a further indicator of measurable progress.
- (iii) After 12 months of intervention (Years 1-10) or 6 months of intervention (Years 11-12), if the student still does not meet the required levels of achievement as described above (refer section 1), the student will be identified, at this point, as having failed to satisfy the course progress requirements.

b) Point of Failure Process (The National Code Standard 10.2d, 10.2e & 10.6, 10.7)

- (i) The student is notified in writing as having been assessed as not satisfying the course progress requirements and the College's intention to report the student for this breach of the visa condition 8202. The student is notified of his/her right to access the College's complaints and appeals process as per Standard 8 of The National Code 2007 within 20 working days of the notification of the intention to report.
- (ii) A copy of this letter is forwarded to parents/guardian.
- (iii) Where the complaints and appeals process is not accessed by the student within 20 working days or they withdraw from the process or the process is completed and finds in favour of the College, a report is made to inform the Secretary of DEEWR through PRISMS that the student has not achieved satisfactory course progress as soon as is practicable.

3. Completion within expected duration of study (course progression)

- (i) As noted in 2a above, the College will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.





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- (ii) Part of the assessment of course progress at the end of each term will include an assessment of whether the student's progress is such that they are expected to complete the course within the expected duration of the course.
- (iii) The College will only extend the duration of the student's study where the student will not complete the course within the expected duration due to:
 - (iv) Compassionate or compelling circumstances
 - (v) Student participation in an intervention strategy as outlined in 2b
 - (vi) An approved deferment or suspension of study has been granted in accordance with John Paul College's *Deferment, Suspension and Cancellation Policy*.
 - (vii) Where the College decides to extend the duration of the student's study, the College will report via PRISMS and/or issue a new COE if required.

