

Course Progress and Monitoring Attendance Policy



Purpose

GTNT Training records and monitors the academic progress of all students to assist them towards the successful completion of their course and, where necessary, directs them to the appropriate source of personal and/or academic assistance.

Scope

This policy applies to domestic and international students enrolled in all GTNT Training courses.

Principles

The principles upon which this policy is based are that:

- students are primarily responsible for their own academic performance
- GTNT Training will ensure that students have the necessary tools to evaluate their progress, including timely and informed feedback on all assessment tasks
- students identified as at risk of not achieving satisfactory academic progress will be advised of this status in a timely manner
- appropriate learning and other support will be provided to students identified as at risk of not achieving satisfactory academic progress.

Definitions

- **Confirmation of Enrolment (CoE):** a document issued by GTNT Training to international students that is required for purposes of applying for a student visa. It contains information about GTNT Training, the course in which the student has enrolled, and the duration of the course.
- **DHA:** Department of Home Affairs – the Australian Government department tasked with issuing student visas.
- **International student:** a student who is not a domestic student, and who may hold a student visa and is protected by the ESOS legislative framework.
- **Intervention strategy:** a plan of action adopted in an attempt to address and reduce the causes of academic failure of a student identified as academically at risk.
- **Progression:** the progress made by a student towards completion of their course.

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Students Responsibilities

1. Attendance at all sessions, tutorials and workshops must be regular and punctual. Holidays, part-time employment and personal appointments should be arranged so that attendance is not affected. Students are expected to provide appropriate documentation to explain all absences from classes. A minimum of 80% attendance to all sessions and 100% of practicum and workshops is expected.
2. A class roll will be organised for each session or workshop. The trainer will make the class roll available at the commencement of the class and it is the student's responsibility (not the trainer's) to sign the roll next to their name on arrival to confirm their attendance. Trainers will not chase students for signature and students who have not signed the roll will be marked as absent. At the end of the session, the trainer will complete the number of hours that each student attended the session to verify attendance and sign-off on the roll for entry into the student management system for each student. This becomes a student's record of attendance.
3. Failure to attend an assessment or failure to submit by a due date must have an assessment consequence, the most serious being a result of Not Yet Competent. Where failure to attend impedes group work then it is permissible to exclude a student. Exclusion will result in a result of Unsatisfactory for the group assessment.
4. Students are expected to provide appropriate documentation to explain all absences from sessions:
 - a. Students unable to attend a timetabled session due to illness will be required to submit an 'Application for Special Consideration Form' and medical certificate duly completed by a registered medical practitioner to the RTO Manager within seven (7) days of the missed session or assessment. The form can be downloaded from the Student Resources section of the GTNT Training [website](#). The completed form and medical certificate should then be submitted to GTNT Training Administration staff in person or via email at training@gtntgroup.com.au.
 - b. Students unable to submit an assessment or attend an assessment activity due to compassionate or compelling circumstances, i.e. circumstances of serious illness or misadventure beyond their control, may be eligible for special consideration. An *Application for Special Consideration Form*, with the appropriate supporting documentation attached, must be lodged with GTNT Training administration team within three (3) working days of the missed assessment. An *Application for Special Consideration Form* can be downloaded from the student resources page of the GTNT Training [website](#).
5. In accordance with Standard 8 of the *National Code 2018*, international students are required to achieve satisfactory academic progress during each study period in order to successfully complete their course of study within the expected duration as specified in their Confirmation of Enrolment (CoE) and the conditions of their student visa issued by the DHA.

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6. Students “at risk”

Students who pass or meet the requirements of at least 50% of their enrolled subjects within a study period will be deemed as achieving satisfactory academic progress.

Students who:

- do not achieve at least a competency outcome in 50% of their enrolled subjects, including those who withdraw or discontinue, or who fail a subject for the second time, will be deemed to be ‘**at risk**’ of not progressing satisfactorily.
7. Students deemed to be at risk will be provided with intervention strategies specific to their needs. Students will be responsible for acting on intervention strategies to ensure continued success in their course.
 8. Trainers at GTNT Training are asked to identify any academic or other issues as early as possible to the RTO Manager to provide an intervention strategy to assist students achieve course progress.
 9. Course progress is monitored, recorded and assessed throughout the course and as part of the formal moderation of results at the end of each study period. A series of 2 alert letters will be issued and an intervention strategy implemented if academic progress begins to decline, escalating to the provider issuing a notice of intention to report where an international student is failing or not deemed competent in 50% of their units of study within a study period – Students can appeal the decision using the *Complaints and Appeals Procedure* available from the GTNT Training student resources page on the [website](#).
 10. International students who do not achieve satisfactory academic progression in two consecutive study periods will be advised of GTNT Training’s intention to report the breach via PRISMS, which may result in the cancellation of their student visa. International students should refer to the *Completion within Expected Duration* Policy from the student resources page on the GTNT Training [website](#) for more information on the requirements of their visa to study at GTNT Training.