



Australian National
Institute of **Business**
and **Technology**

Student Course Progress Monitoring Policy

1.0 Purpose

1.1 The purpose of this policy is to monitor overseas and domestic student academic progress to ensure compliance with state and federal legislative requirements and academic progression. The intent is to provide all students with the best opportunity to achieve the learning outcomes of their chosen ANIBT qualification/course.

2.0 Policy Scope

2.1 This policy applies to all ANIBT's vocational education and training students.

3.0 Definitions

3.1 N/A.

4.0 Policy Contents/Requirements

4.1 ANIBT will monitor, record and assess the course progress of each student for the course in which the student is currently enrolled.

4.2 The course progress of all students will be assessed at the end of each term of enrolment.

4.3 Students who have begun part way through a term will be assessed after one full period of attendance.

4.4 To demonstrate satisfactory course progress, students will need to achieve competency in at least 50% of units in any study period.

4.5 If a student does not achieve competency in at least 50% of units studied in an assessment period, the Program Coordinator and or the Training Manager will meet with the student to develop an intervention strategy for academic improvement.

4.6 A copy of the student's individual strategy and progress reports in achieving improvement will be forwarded to the student.

4.7 The student's individual strategy for academic improvement will be monitored over the following term by Program Coordinators and records of student response to the strategy will be kept.

4.8 If the student does not improve sufficiently academically and achieve satisfactory course progress by the end of the next assessment period, ANIBT will advise the



Australian National
Institute of **Business**
and Technology

student in writing of its intention to report the student for breach of visa condition 8202, and that they have 20 working days to access ANIBT's internal complaints and appeals process.

4.9 The ANIBT will notify DOE via PRISMS of the student not achieving satisfactory course progress as soon as practicable.