

1.03.038 STUDENT PROGRESS

WHAT YOU NEED TO KNOW – KEY TAKE OUTS

- IRT will ensure that IRT Academy enrolled students receive support that meets their individual needs to achieve their learning objectives.

Always read this Policy in conjunction with the Related Procedures identified below.

Policy Statement	IRT Academy will ensure that it provides training, assessment and support services that meet the individual needs of its' students.
Purpose	To meet the requirements of: <ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011; and • Standards for Registered Training Organisations 2015.
Risk Statement	IRT has zero appetite for risk of failing to comply with legislation.
Scope	Covers all enrolled students of IRT Academy, IRT Academy employees, third parties acting on behalf of IRT Academy and/or other stakeholders contributing to the student's learning experience.
Related Procedure	IRT Academy Process Manual IRT Academy Procedure Manual
Related Documents	<ul style="list-style-type: none"> • IRT Academy Student Handbook • Policy 1.03.806 Student Enrolment • Policy 1.03.812 Language, Literacy and Numeracy • Policy 1.03.843 Fees and Refund • Policy 1.03.853 Student Welfare
Compliance Requirements	<ul style="list-style-type: none"> • National Vocational Education and Training Regulator Act 2011 • Standards for RTOs
Policy Owner	Group Head IRT Academy
Effective Date	April 2021
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Content Manager Reference Number	EDOC2021/0023959

1 AGED CARE QUALITY STANDARDS & RELEVANT LEGISLATION

This policy has been written to align with the Aged Care Quality Standards and other relevant legislation and regulation. The following table explains the link between this policy and the relevant external requirements.

Standard / Legislation	What this Means
Standards for RTOs 2015	To ensure the RTO meets the regulatory standards for RTO operation and related legislation (see above).

2 POLICY PRINCIPLES

2.1 Students are required to:

Advise the Trainer/Assessor if they are experiencing difficulties in meeting the course requirements as per the training and assessment plan/program.

2.2 Trainer/Assessors are required to:

Progressively monitor and report on students' progression as outlined in the Standards for Registered Training Organisations.

At the commencement of each unit of competency/cluster of units, the Trainer must ensure that the student is fully informed about all assessment procedures and events.

Monitor their student's progress and engagement and maintain contact throughout the course duration.

Support may include;

- one on one mentor sessions to explain parts of the course/unit
- extra time for workplace learning activities, negotiated assessment time frames.

If a student is experiencing considerable difficulties (of a non-LL&N nature) and it is determined that a specialist service would best meet his/her needs the Trainer can provide support to make contact with such a service.

2.3 The Learning and Development is required to:

Monitor students' progression based on the information provided by the course Trainer as well as the monthly student progress tracking tool and RTO financial records.

Implement appropriate intervention measures when "students at risk" of non-completion or slower than expected progress are identified.

Comply with requirements of Government funded contracts.

Process Assessment Extension Applications.

Notify Learning Solutions Team regarding granted Assessment Extension Applications.

Identify students at risk and communicate this data to the RTO Administration Coordinator.

2.4 Enrolment Cancellation

IRT Academy retains the right to cancel a student's enrolment if it is deemed necessary.

Following review of student progress and participation, the Learning and Development Manager has the authority to determine if a student is not meeting IRT Academy and course requirements (including; work placement components).

In Practice Example:

Joe X is a student who is experiencing difficulty submitting assessment tasks on time due to some unplanned personal issues. He advises his IRT Academy Trainer who helps Joe with a re-negotiated assessment schedule.

3 ROLES AND RESPONSIBILITIES

Role	Responsibility
Policy Owner – Group Head IRT Academy	<ul style="list-style-type: none"> Ensuring the currency and appropriateness of the policy to meet regulatory and legislative requirements.
Policy Monitor – Learning & Development Manager	<ul style="list-style-type: none"> Ensure day to day implementation and compliance with policy.
Policy Implementation - Trainer/Assessor & Learning Solutions Team	<ul style="list-style-type: none"> Implement procedure requirements as per IRT Academy Procedure Manual

4 DEFINITIONS

In this Policy, words have the following meaning:

Term	Definition
RTO	Registered Training Organisation
VET	Vocational Education and Training