

## Course Progress and Attendance Monitoring Policy and Procedures

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### Purpose

The purpose of this policy is to ensure that Batool International Pty Ltd monitors overseas students to ensure that they can complete their course within the duration specified on their Confirmation of Enrolment (CoE) and that timely intervention strategies are implemented for students who are at risk of failing to meet course progress or attendance requirements.

The intention of this policy is to provide all students with the best opportunity to meet their study goals and aspirations and to ensure that students do not breach their visa requirements.

This ensures compliance with Standard 8 of the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

### Definitions

**Compassionate and Compelling Circumstances** include but are not limited to:

- Serious illness or injury, where a medical certificate states that the student was unable to attend classes
- Bereavement of close family members, such as parents or grandparents (a death certificate should be provided where possible)
- Major political upheaval or natural disaster in the home country requiring emergency travel, and this has had an impact on the student's studies
- A traumatic experience that has had an impact on the student, such as involvement in or witnessing of a serious accident, or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports)



- Where Batool International Pty Ltd is unable to offer a pre-requisite unit
- Where the student is unable to begin studying on the course commencement date due to delay in receiving a student visa

**DET** means Department of Education and Training

**DHA** means Department of Home Affairs (The Immigration Department)

**ELICOS Standards** means the ELICOS Standards 2018

An **Intervention Strategy** may include one or more of the following interventions:

- Advising students on the suitability of the course in which they are enrolled and possible alternatives; and
- Advising students of assistance such as:
  - receiving additional teaching or translating support;
  - reviewing learning materials with the student and providing information to students in a context that they can understand;
  - providing extra time to complete tasks;
  - providing access to supplementary or modified materials;
  - providing supplementary exercises to assist understanding;
  - attending academic skills programs;
  - attending tutorial or study groups;
  - receiving individual case management;
  - attending study clubs;
  - attending counselling;
  - receiving assistance with personal issues which are influencing progress;
  - referral to external organizations where Batool International Pty Ltd is unable to address the identified learning or academic issues;
  - being placed in a suitable alternative course; or
  - a combination of the above and a reduction in course load.

**National Code** means National Code of Practice for Providers of Education and Training to Overseas Students 2018.

**PRISMS** means Provider Registration and International Student Management System (PRISMS)

**Satisfactory attendance** is defined as where a student attends at least 80% of the scheduled course contact hours. In some instances, a student may not be reported if their attendance falls below 80%. This is where the student's attendance is at least 70% and they are maintaining satisfactory academic performance.



**Satisfactory course progress** is where a student does not fall into any of the categories defined as **unsatisfactory course progress**.

**Unsatisfactory attendance** is where a student does not or cannot meet the requirements defined as **satisfactory attendance**.

**Unsatisfactory course progress** is where a student:

- Has failed to achieve a mark of at least 50% on *Monthly Progress Report*
- Has been identified as requiring intervention to ensure satisfactory course progress
- Has been identified as being at risk of failing to achieve a final mark of at least 50%
- Has been identified as being at risk of being unable to complete their course within the expected duration

## Policy

### Overseas student visa requirements

#### *Monitoring overseas student progress, attendance and course duration*

1. Batool International Pty Ltd monitors overseas students' course progress and, where applicable, attendance for each course in which the overseas student is enrolled.
2. The expected duration of study specified in the overseas student's CoE does not exceed the CRICOS registered duration.
3. Batool International Pty Ltd monitors the progress of each overseas student to ensure the overseas student is able intervention to complete the course within the expected duration specified on the overseas student's CoE.
4. Batool International Pty Ltd has and implements documented policies and processes to identify, notify and assist an overseas student at risk of not meeting course progress or attendance requirements where there is evidence from the overseas student's assessment tasks, participation in tuition activities or other indicators of academic progress that the overseas student is at risk of not meeting those requirements.
5. Batool International Pty Ltd clearly outlines and informs the overseas student before they commence the course of the requirements to achieve satisfactory course progress and, where applicable, attendance in each studies period.

#### *Schools, ELICOS and Foundation Programs: course progress and attendance requirements*

6. Batool International Pty Ltd has and implements a documented policy and process for monitoring and recording attendance of the overseas student, specifying:
  - requirements for achieving satisfactory attendance for the course which at a minimum must be 80% (per cent) – or higher if specified under state or territory legislation or other regulatory requirements – of the scheduled contact hours
  - the method for working out minimum attendance under this standard



- processes for recording course attendance
  - details of Batool International Pty Ltd intervention strategy to identify, notify and assist overseas students who have been absent for more than five consecutive days without approval, or who are at risk of not meeting attendance requirements before the overseas student's attendance drops below 80% percent
  - processes for determining the point at which the overseas student has failed to meet satisfactory course attendance.
7. Batool International Pty Ltd has and implements a documented policy and process for monitoring and recording course progress for the overseas student, specifying:
- requirements for achieving satisfactory course progress for the course
  - processes for recording and assessing course progress
  - details of Batool International Pty Ltd intervention strategy to identify, notify and assist students at risk of not meeting course progress requirements in sufficient time for those students to achieve satisfactory course progress
  - processes for determining the point at which the student has failed to meet satisfactory course progress

*Reporting unsatisfactory course progress or unsatisfactory course attendance*

8. Where Batool International Pty Ltd has assessed the overseas student as not meeting course progress or attendance requirements, Batool International Pty Ltd gives the overseas student a written notice as soon as practicable which:
- notifies the overseas student that Batool International Pty Ltd intends to report the overseas student for unsatisfactory course progress or unsatisfactory course attendance
  - informs the overseas student of the reasons for the intention to report
  - advises the overseas student of their right to access Batool International Pty Ltd complaints and appeals process, in accordance with Standard 10 (Complaints and Appeals), within 20 working days.
9. Additional considerations related to provider-initiated suspension or cancellation of an overseas student's enrolment
- Batool International Pty Ltd may suspend or cancel a student's enrolment including, but not limited to, based on:
    - misbehaviour by the student
    - the student's failure to pay an amount the student was required to pay Batool International Pty Ltd to undertake or continue the course as stated in the written agreement
    - a breach of course progress or attendance requirements by the overseas student which must occur in accordance with Standard 8 (Overseas student visa requirements) of the National Code 2018.



- The suspension or cancellation of the overseas student's enrolment in these circumstances cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk
- Further to this, Batool International Pty Ltd only reports unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:
  - the internal and external complaints processes are completed, and the decision or recommendation supports Batool International Pty Ltd, or
  - the overseas student chooses not to access the internal complaints and appeals process within the 20 working days period, or
  - the overseas student chooses not to access the external complaints and appeals process, or
  - the overseas student withdraws from the internal or external appeals processes by notifying Batool International Pty Ltd in writing.

10. Batool International Pty Ltd may decide not to report the overseas student for breaching the attendance requirements if the overseas student is still attending at least 70 per cent of the scheduled course contact hours and the overseas student provides genuine evidence demonstrating that compassionate or compelling circumstances apply.

#### *Allowable extensions of course duration*

11. Batool International Pty Ltd will extend the duration of the overseas student's enrolment if:
- a student who completes their ELICOS course and identifies their learning goals or needs have changed may be able to enrol in additional levels of the course, as assessed by Batool International Pty Ltd, on a case-by-case basis, or
  - there are compassionate or compelling circumstances, as assessed by Batool International Pty Ltd on the basis of demonstrable evidence, or
  - Batool International Pty Ltd has implemented, or is in the process of implementing, an intervention strategy for the overseas student because the overseas student is at risk of not meeting course progress requirements, or
  - an approved deferral or suspension of the overseas student's enrolment has occurred under Standard 9 (Deferring, Suspending or Cancelling the Overseas Student's Enrolment)
12. If Batool International Pty Ltd extends the duration of the student's enrolment, Batool International Pty Ltd must advise the student to contact Immigration to seek advice on any potential impacts on their visa, including the need to obtain a new visa.

#### *Modes of delivery*

**Note:** *Online learning is study where the teacher and overseas student primarily communicate through digital media, technology-based tools and IT networks and does not require the overseas student to attend scheduled classes or maintain contact hours. For the purposes of the ESOS framework, online learning does not include the provision of online lectures, tuition or other resources that supplement scheduled classes or contact hours. Distance learning is any learning that an overseas student undertakes*



*off campus and does not require an overseas student on a student visa to physically attend regular tuition for the course on campus at Batool International Pty Ltd registered location.*

13. Batool International Pty Ltd does not deliver a course exclusively by online or distance learning to an overseas student.
14. Batool International Pty Ltd does not deliver more than one-third of the units (or equivalent) or higher education or VET course by online or distance learning to an overseas student.

#### *Learning outcomes*

15. Batool International Pty Ltd ensures that students are informed of the outcomes to be achieved from the course and, for each learning block, the learning outcomes for that block.
  - A 'learning block' is one level of the course
  - The learning outcomes for each level are put on the wall of each classroom
  - Teachers indicate the outcomes being addressed in each class and assessment task
  - Feedback (written and oral) to students notes the assessed learning outcomes and whether or not they were achieved

#### *Clear and regular reporting on assessment outcomes and progress through the course*

16. Batool International Pty Ltd provides clear and regular reporting on assessment outcomes and progress through the course to the student

## Procedures

### 1. Special conditions related to provider-initiated suspension or cancellation of an overseas student's enrolment

Refer to Standards 8, 9 and 10 of the National Code.

<p><b>Any provider-initiated suspension or cancellation of an overseas student must abide by the following special conditions:</b></p> <ul style="list-style-type: none"> <li>• Batool International Pty Ltd may suspend or cancel a student's enrolment including, but not limited to, based on: <ul style="list-style-type: none"> <li>○ misbehaviour by the student</li> <li>○ the student's failure to pay an amount the student was required to pay Batool International Pty Ltd to undertake or continue the course as stated in the written agreement</li> <li>○ a breach of course progress or attendance requirements by the overseas student which must occur in accordance with Standard 8 (Overseas student visa requirements) of the National Code 2018.</li> </ul> </li> <li>• The suspension or cancellation of the overseas student's enrolment in these circumstances cannot take effect until the internal appeals process is completed, unless the overseas student's health or wellbeing, or the wellbeing of others, is likely to be at risk</li> <li>• Further to this, Batool International Pty Ltd only reports unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if: <ul style="list-style-type: none"> <li>○ the internal and external complaints processes are completed, and the decision or recommendation supports Batool International Pty Ltd, or</li> <li>○ the overseas student chooses not to access the internal complaints and appeals process within the 20 working days period, or</li> <li>○ the overseas student chooses not to access the external complaints and appeals process, or</li> <li>○ the overseas student withdraws from the internal or external appeals processes by notifying Batool International Pty Ltd in writing.</li> </ul> </li> </ul>	<p>PEO</p>
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### 2. Monitor course progress

Refer to Standards 8, 9 and 10 of the National Code and ELICOS Standard 4.1 (d).



Procedure	Responsibility
<p><b>Monitor and record student's progress</b></p> <ul style="list-style-type: none"> <li>• Batool International Pty Ltd provides clear and regular reporting on assessment outcomes and progress through the course to the student</li> <li>• The teacher will issue <i>Monthly Progress Report</i> to each student on the first class-day of each month</li> <li>• The teacher will alert the Academic Manager and the student of any student assessment/progress issues that indicate unsatisfactory course progress, such as that the student:               <ul style="list-style-type: none"> <li>○ Has failed to achieve a mark of at least 50% on <i>Monthly Progress Report</i></li> <li>○ Has been identified as requiring intervention to ensure satisfactory course progress</li> <li>○ Has been identified as being at risk of failing to achieve a final mark of at least 50%</li> <li>○ Has been identified as being at risk of being unable to complete their course within the expected duration</li> </ul> </li> </ul>	<p>Teacher / Academic Manager</p>
<p><b>First warning letter</b></p> <ul style="list-style-type: none"> <li>• Where the student has failed to achieve satisfactory course progress, <i>First Warning Letter for Unsatisfactory Course Progress</i> will be sent to the student inviting them to an intervention and strategy meeting.</li> <li>• Maintain record of all documentation related to course progress issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	<p>Academic Manager</p>
<p><b>Meet with the student to discuss intervention strategies</b></p> <ul style="list-style-type: none"> <li>• Discuss the reasons for the unsatisfactory course progress with the student and agree on appropriate intervention with the student.</li> <li>• Inform students of the implications of amending their Confirmation of Enrolment (CoE) and/or the potential impact of unsatisfactory course progress on their student visa, if applicable.</li> <li>• Record outcomes of the meeting on <i>Intervention Meeting and Strategy Form</i>.</li> <li>• Ensure form is signed by the student to state that they agree to the intervention strategy and give student a copy for their records.</li> </ul>	<p>Academic Manager / PEO</p>





Procedure	Responsibility
<ul style="list-style-type: none"> <li>Implement intervention strategy as soon as possible and within 5 working days of the meeting.</li> <li>The student will be reminded that if they continue not to meet course progress requirements, they will be reported to DHA via PRISMS and that this may affect their visa.</li> <li>To issue a new CoE to extend the duration of the student's study (if approved), the administrator finds the CoE concerned and selects the SCV report option, including reasons for granting the extension.</li> <li>Maintain record of all documentation related to course progress issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	
<p><b>Monitor student's progress</b></p> <ul style="list-style-type: none"> <li>Monitor student's progress through a weekly meeting with the relevant teacher(s) to discuss the intervention approach to adjust as required.</li> <li>Review and update the intervention strategy as required.</li> <li>Discuss revisions with the student.</li> <li>Implement any revised interventional strategy immediately.</li> <li>Record outcomes of each meeting in <i>Intervention Meeting and Strategy Form</i>. Ensure form is signed by the student after each meeting to state that it is a true and accurate record of the meeting.</li> <li>Maintain record of all documentation related to course progress issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	Academic Manager
<p><b>Send second warning letter to student</b></p> <ul style="list-style-type: none"> <li>Where the student continues to fail to demonstrate satisfactory course progress, send <i>Second Warning Letter for Unsatisfactory Course Progress</i> to the student inviting them to a meeting.</li> <li>At the meeting, discuss the reasons for continuing unsatisfactory course progress and advise the student that if they continue to demonstrate unsatisfactory course progress, they will receive <i>Notice of Intention to Report for Unsatisfactory Course Progress</i>.</li> <li>Maintain record of all documentation related to course progress issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	Academic Manager / PEO



Procedure	Responsibility
<p><b>Inform student of intention to report following continuing unsatisfactory course progress</b></p> <ul style="list-style-type: none"> <li>• If, despite interventions having been implemented, the student has failed to achieve a mark of at least 50% on two consecutive <i>Monthly Progress Reports</i>, the student will be informed of the intention to report them via PRISMS.</li> <li>• Send <i>Notice of Intention to Report for Unsatisfactory Course Progress</i> to the student notifying them of the intention to report.</li> <li>• Inform student in the same letter of their right to access Batool International Pty Ltd Complaints and Appeals process and that they have 20 working days from the date specified on the letter in which to do this.</li> <li>• Batool International Pty Ltd only reports unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if: <ul style="list-style-type: none"> <li>○ the internal and external complaints processes are completed, and the decision or recommendation supports Batool International Pty Ltd, or</li> <li>○ the overseas student chooses not to access the internal complaints and appeals process within the 20 working days period, or</li> <li>○ the overseas student chooses not to access the external complaints and appeals process, or</li> <li>○ the overseas student withdraws from the internal or external appeals processes by notifying Batool International Pty Ltd in writing.</li> </ul> </li> <li>• Maintain record of all documentation related to course progress issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	<p>Academic Manager / PEO</p>
<p><b>Following the Notification of Intention to Report</b></p> <ul style="list-style-type: none"> <li>• Batool International Pty Ltd only reports unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if: <ul style="list-style-type: none"> <li>○ the internal and external complaints processes are completed, and the decision or recommendation supports Batool International Pty Ltd, or</li> <li>○ the overseas student chooses not to access the internal complaints and appeals process within the 20 working days period, or</li> </ul> </li> </ul>	<p>PEO</p>

Procedure	Responsibility
<ul style="list-style-type: none"> <li>○ the overseas student chooses not to access the external complaints and appeals process, or</li> <li>○ the overseas student withdraws from the internal or external appeals processes by notifying Batool International Pty Ltd in writing.</li> <li>• DET has a discretionary framework in place to enable the department to consider individual circumstances, such as where a student may be struggling with particular unit choices and could benefit from a change of course or education provider.</li> <li>• Await advice from the DET as to whether the student’s visa has been cancelled and take the relevant action depending on whether the visa is cancelled or not.</li> <li>• Process any refund of fees in accordance with <i>Fees and Refunds Policy and Procedures</i>.</li> <li>• Maintain record of all documentation related to course progress issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	

### 3. Monitor attendance

Refer to Standards 8, 9 and 10 of the National Code.

Procedure	Responsibility																																																							
<p><b>Batool International Pty Ltd attendance calculation method</b></p> <ul style="list-style-type: none"> <li>• The method for calculating attendance for a 20-week course is:</li> </ul> <table border="1" data-bbox="209 1473 1082 2078"> <thead> <tr> <th>Week</th> <th>100% of scheduled hours to date</th> <th>85% of scheduled hours to date</th> <th>80% of scheduled hours to date</th> <th>100% of remaining scheduled hours</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td><td>17</td><td>16</td><td>380</td></tr> <tr><td>2</td><td>40</td><td>34</td><td>32</td><td>360</td></tr> <tr><td>3</td><td>60</td><td>51</td><td>48</td><td>340</td></tr> <tr><td>4</td><td>80</td><td>68</td><td>64</td><td>320</td></tr> <tr><td>5</td><td>100</td><td>85</td><td>80</td><td>300</td></tr> <tr><td>6</td><td>120</td><td>102</td><td>96</td><td>280</td></tr> <tr><td>7</td><td>140</td><td>119</td><td>112</td><td>260</td></tr> <tr><td>8</td><td>160</td><td>136</td><td>128</td><td>240</td></tr> <tr><td>9</td><td>180</td><td>153</td><td>144</td><td>220</td></tr> <tr><td>10</td><td>200</td><td>170</td><td>160</td><td>200</td></tr> </tbody> </table>	Week	100% of scheduled hours to date	85% of scheduled hours to date	80% of scheduled hours to date	100% of remaining scheduled hours	1	20	17	16	380	2	40	34	32	360	3	60	51	48	340	4	80	68	64	320	5	100	85	80	300	6	120	102	96	280	7	140	119	112	260	8	160	136	128	240	9	180	153	144	220	10	200	170	160	200	<p>Academic Manager / PEO</p>
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1	20	17	16	380																																																				
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10	200	170	160	200																																																				

Procedure						Responsibility
<b>11</b>	220	187	176	180		
<b>12</b>	240	204	192	160		
<b>13</b>	260	221	208	140		
<b>14</b>	280	238	224	120		
<b>15</b>	300	255	240	100		
<b>16</b>	320	272	256	80		
<b>17</b>	340	289	272	60		
<b>18</b>	360	306	288	40		
<b>19</b>	380	323	304	20		
<b>20</b>	400	340	320	0		
<p><b>80% of total course hours: 320 hours</b></p> <p><b>This represents the minimum permitted attendance for this course.</b></p>						
<ul style="list-style-type: none"> <li>• Standard calculations for each student should include:               <ul style="list-style-type: none"> <li>○ Attendance percentage to date                   <ul style="list-style-type: none"> <li>▪ Calculation: <math>(([\text{student's attendance hours to date}] / [ \text{'100\% of scheduled hours to date' for that week in table above}] ) \times 100\%)</math></li> </ul> </li> <li>○ Ability to achieve 80% attendance for the course                   <ul style="list-style-type: none"> <li>▪ Calculation: <math>([\text{student's attendance hours to date}] + [ \text{'100\% of remaining scheduled hours' for that week in table above}] )</math></li> <li>▪ If result of calculation is <b>less than 80% of the total course hours</b>, the student will <u>not</u> be able to achieve 80% attendance for the course, even if they attend 100% of the remaining scheduled contact hours</li> </ul> </li> </ul> </li> </ul>						
<p><b>Monitor and record attendance</b></p> <ul style="list-style-type: none"> <li>• Record students' attendance in and submit at the end of each week report to PEO</li> <li>• Record attendance results in the student management system.</li> <li>• Generate and analyse weekly attendance reports. Include standard calculations described above.</li> </ul>						Teachers/ Academic Manager / PEO
<p><b>First warning letter</b></p> <ul style="list-style-type: none"> <li>• Where a student's attendance percentage to date (as calculated above) has fallen below 85% (but may still be above 80%), or where a student has</li> </ul>						PEO

Procedure	Responsibility
<p>missed 5 consecutive days of class without approval (e.g. a medical certificate or approved temporary suspension of studies), <i>First Warning Letter for Unsatisfactory Attendance</i> will be sent to the student advising them that they are in danger of breaching their student visa conditions in relation to attendance and inviting them to an intervention and strategy meeting.</p> <ul style="list-style-type: none"> <li>Maintain record of all documentation related to attendance issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	
<p><b>Meet with the student to discuss intervention strategies</b></p> <ul style="list-style-type: none"> <li>Discuss the reasons for the unsatisfactory attendance with the student and agree on appropriate intervention with the student.</li> <li>Inform students of the implications of amending their Confirmation of Enrolment (CoE) and/or the potential impact of unsatisfactory attendance on their student visa, if applicable.</li> <li>Record outcomes of the meeting in <i>Intervention Meeting and Strategy Form</i>.</li> <li>Ensure form is signed by the student to state that they agree to the intervention strategy and give student a copy for their records.</li> <li>Implement intervention strategy as soon as possible and within 5 working days of the meeting.</li> <li>The student will be reminded that if they continue not to meet attendance requirements, they will be reported to DET via PRISMS and that this may affect their visa.</li> <li>To issue a new CoE to extend the duration of the student's study (if approved), the administrator finds the CoE concerned and selects the SCV report option, including reasons for granting the extension.</li> <li>Maintain record of all documentation related to attendance issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	PEO
<p><b>Monitor student's progress</b></p> <ul style="list-style-type: none"> <li>Monitor student's progress through a weekly meeting with relevant staff to discuss the intervention approach to adjust as required.</li> <li>Review and update the intervention strategy as required.</li> <li>Discuss revisions with the student.</li> </ul>	Academic Manager / PEO



Procedure	Responsibility
<ul style="list-style-type: none"> <li>Implement any revised interventional strategy immediately.</li> <li>Record outcomes of each meeting in <i>Intervention Meeting and Strategy Form</i>. Ensure form is signed by the student after each meeting to state that it is a true and accurate record of the meeting.</li> <li>Maintain record of all documentation related to attendance issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	
<p><b>Send second warning letter to student</b></p> <ul style="list-style-type: none"> <li>Where the student continues to fail to demonstrate satisfactory attendance, send <i>Second Warning Letter for Unsatisfactory Attendance</i> to the student inviting them to a meeting.</li> <li>At the meeting, discuss the reasons for continued unsatisfactory attendance and advise the student that if they continue to demonstrate unsatisfactory attendance, they will receive a <i>Notice of Intention to Report for Unsatisfactory Attendance</i>.</li> <li>Maintain record of all documentation related to attendance issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	<p>Academic Manager / PEO</p>
<p><b>Inform student of intention to report following continuing unsatisfactory attendance</b></p> <ul style="list-style-type: none"> <li>If a review of the student's ability to achieve 80% attendance for the course (as calculated above) shows that the student will <u>not</u> be able to achieve 80% attendance for the course even if they attend 100% of the remaining scheduled contact hours, the student will be informed of the intention to report them via PRISMS.</li> <li>Send <i>Notice of Intention to Report for Unsatisfactory Attendance</i> to the student notifying them of the intention to report. Include in the letter that they must continue to meet attendance requirements despite issuance of <i>Notice of Intention to Report for Unsatisfactory Attendance</i>. <ul style="list-style-type: none"> <li>Do not report students where the student's attendance is above 70% and the student has satisfactory course progress as defined in <i>this document</i> or if the student provides the necessary documentation to show that their attendance was affected by compassionate or compelling circumstances.</li> </ul> </li> </ul>	<p>Academic Manager / PEO</p>



Procedure	Responsibility
<ul style="list-style-type: none"> <li>• Inform student in the same letter of their right to access Batool International Pty Ltd complaints and appeals process and that they have 20 working days in which to do this from the date specified on the letter.</li> <li>• Batool International Pty Ltd only reports unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:               <ul style="list-style-type: none"> <li>○ the internal and external complaints processes are completed, and the decision or recommendation supports Batool International Pty Ltd, or</li> <li>○ the overseas student chooses not to access the internal complaints and appeals process within the 20 working days period, or</li> <li>○ the overseas student chooses not to access the external complaints and appeals process, or</li> <li>○ the overseas student withdraws from the internal or external appeals processes by notifying Batool International Pty Ltd in writing.</li> </ul> </li> <li>• Maintain record of all documentation related to attendance issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	
<p><b>Following the Notification of Intention to Report</b></p> <ul style="list-style-type: none"> <li>• Batool International Pty Ltd only reports unsatisfactory course progress or unsatisfactory course attendance in PRISMS in accordance with section 19(2) of the ESOS Act if:               <ul style="list-style-type: none"> <li>○ the internal and external complaints processes are completed, and the decision or recommendation supports Batool International Pty Ltd, or</li> <li>○ the overseas student chooses not to access the internal complaints and appeals process within the 20 working days period, or</li> <li>○ the overseas student chooses not to access the external complaints and appeals process, or</li> <li>○ the overseas student withdraws from the internal or external appeals processes by notifying Batool International Pty Ltd in writing.</li> </ul> </li> </ul>	PEO



Procedure	Responsibility
<ul style="list-style-type: none"> <li>• DET has a discretionary framework in place to enable the department to consider individual circumstances, such as where a student may be struggling with particular unit choices and could benefit from a change of course or education provider.</li> <li>• Await advice from DET as to whether the student’s visa has been cancelled and take the relevant action depending on whether the visa is cancelled or not.</li> <li>• Process any refund of fees in accordance with <i>Fees and Refunds Policy and Procedures</i>.</li> <li>• Maintain record of all documentation related to attendance issues for two years after the overseas student ceases to be an accepted student at Batool International Pty Ltd.</li> </ul>	

#### 4. Learning outcomes

Refer to ELICOS Standard P3.1 (d)

<p><b>Informing students about learning outcomes</b></p> <ul style="list-style-type: none"> <li>• Batool International Pty Ltd ensures that students are informed of the outcomes to be achieved from the course and, for each learning block, the learning outcomes for that block               <ul style="list-style-type: none"> <li>○ A ‘learning block’ is equal to one level of the course</li> <li>○ The learning outcomes for each level are put on the wall of each classroom</li> <li>○ Teachers indicate the outcomes being addressed in each class and assessment task</li> <li>○ Feedback (written and oral) to students notes the assessed learning outcomes and whether or not they were achieved</li> </ul> </li> </ul>	<p>Academic Manager / ELICOS teachers</p>
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#### Document Control

<b>Document No. &amp; Name:</b>	Course Prog Attend Monitoring P&P (ELICOS)
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