

POLICY: A5.4

STUDENT PROGRESSION

1.0 INTRODUCTION

1.1 Context

The Australian Institute of Management Registered Training Organisation (AIM) provides online self-paced learning in vocational and educational courses. It is committed to providing a supportive student-centered learning environment and recognises that early identification and support of students at risk of not progressing through their course gives them the best chance of success.

1.2 Purpose

The purpose of this policy is to provide AIM students and staff, and third-party partners with clear information about AIM's position in relation to monitoring and supporting the progress of students in their courses and its approaches to intervention to improve completion rates and satisfaction levels.

1.3 Scope

The policy applies to prospective AIM students and current AIM students enrolled in vocational education and training (VET) courses with AIM.

1.4 Scope Exceptions

None

2.0 RESPONSIBILITIES

1. All those referred to under the Scope of this policy are responsible for complying with its terms and its procedure.
2. Specific responsibilities are provided in the Student Progression Procedure.

3.0 POLICY

3.1 PRINCIPLES

1. AIM complies with the Standards for Registered Training Organisations 2015 (Standards for RTOs) including the Standards related to student support and progression - Clauses 1.7 and 5.4.
2. AIM ensures prospective students and current students are aware of their responsibility in relation to satisfactory course progression through its enrolment processes, Student Handbook, orientation information, and ongoing student support.

3. AIM ensures prospective students and current students are aware of the support services available and how to access them. (Refer to *Student Diversity and Equity Policy*)
4. Students are responsible for their own academic performance; however, AIM recognises the pivotal role academic and student support staff have in contributing to student success.
5. AIM is committed to ensuring principles of access and equity are adhered to and providing additional support if required including language, literacy and numeracy (LLN), disability needs, or Reasonable Adjustment.
6. All students receive a course start and end date, which gives a clear indication of the time available to complete their course. To successfully complete a course within the course duration each student is required to progress satisfactorily.
7. Satisfactory course progression includes regular course attendance if studying face-to-face and regularly engaging with their learning material if studying online.
8. Satisfactory course progression includes the regular submission of assessments throughout the duration of the course.
9. AIM monitors student progress through the Learning Management System (LMS) where all student attendance, online engagement, and assessment submission is recorded and where students at risk of failure or withdrawal can be identified.
10. Students who have a VET Student Loan (VSL), and are currently studying, or have recently been studying, are required to complete a Progression Form 2-3 times a year. This enables the Department of Employment and Workplace Relations to confirm students' current study status and to determine if they still require a VSL.
11. If a VSL student progresses through a course faster than standard progress, and census dates are changed to occur quicker (contrary to the student contract/training plan), AIM must formally request the Commonwealth to be allowed to charge the census dates quicker - this is called a Census Day Variation.
12. If a student is found to not be progressing satisfactorily or is considered a student "at risk" of not completing their course, AIM will contact the student, and an appropriate intervention strategy will be discussed and initiated.
13. Intervention strategies will vary according to the student and academic staff will determine the best approach in discussion with the student.
14. If a student is unable to progress despite the intervention strategy, an application to the Head of Academic Delivery VET is required for other options such as Course Extensions. (See *Withdrawn, Deferral, Extension, Transfer and Refund Policy*.)

4.0 DEFINITIONS

- **Engagement-** This refers to students actively accessing the learning materials, completing assessments, and participating in online forums, workshops and so on.

- **Extensions**- Where a student has a case for not being able to complete the course as per their Training Plan or course duration, they may apply for extra time to complete. Requests for extensions are assessed on an individual basis.
- **Intervention** - A measure or action taken by AIM staff after assessing a student's lack of engagement in their learning. This intervention may vary according to the student but will commence with communication with students to determine what support they need to progress.
- **Reasonable Adjustment** - A measure or action taken to assist a student with a disability to participate in training on the same basis as other students. An adjustment is reasonable if it considers the student's learning needs and balances the interests of all parties affected, including the student, the provider, the staff and other students.
- **Special Consideration** - in making a decision on, for example, requests for course extensions, special consideration allows for review of the circumstances which the student alleges were not the fault of the student, impacted on them and made it impracticable for them to complete the course.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Student Progression Procedure
- Assessment Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Student Diversity and Equity Policy and Procedure
- [Standards for Registered Training Organisations \(RTOs\) 2015](#)
- Withdrawn, Deferral, Extension, Transfer and Refund Policy and Procedure
- [VET Student Loans Obligations](#)
- [VET Student Loans Progression Fact sheet](#)

6.0 POLICY OWNERSHIP

Policy Owner	Executive Director AIM
Status	Reviewed on July 2022
Approval Authority	Chief Executive Officer
Date of Approval	13 September 2022
Effective Date	26 September 2022
Implementation Owner	Head of Academic Delivery VET
Maintenance Owner	VET Compliance and Operations Manager
Review Due	11 August 2025
Content Enquiries	Head of Academic Delivery VET- Sandy Jagdev sandy.jagdev@aim.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
A5.2	13 September 2022	VET Compliance and Operations Manager	Update of policy as per Scentia governance review and templates; name change from Course Progression to Student Progression

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			and inclusion of content from Student Support policy.
A5.3	13 October 2023	VET Compliance and Operations Manager	Addition of information related to performance and reporting obligations for VSL students
A5.4	24 October 2023	VET Compliance and Operations Manager	Updates to include reference to third-party partners/staff