Student Progression Policy

1.0 Introduction

1.1 Context

ACCLM provides online guided self-paced learning in vocational education and training courses. It is committed to providing a supportive student-centred learning environment and recognises that early identification and support of students at risk of progression gives them the best chance of success. Each student's enrolment is monitored to ensure that students who are at risk of not achieving satisfactory progress receive appropriate learning support and assistance.

1.2 Purpose

The purpose of this policy is to provide ACCLM students and staff with clear information about ACCLM's position in relation to monitoring and supporting the progress of students in their chosen course and approaches to intervention to improve completion rates and overall satisfaction levels.

1.3 Scope

The policy applies to all students who are enrolled in any accredited vocational education and training (VET) courses with ACCLM.

1.4 Scope Exceptions

None.

2.0 Responsibilities

a) All those referred to under the Scope of this policy are responsible for complying with its terms and its procedures.

b) Specific responsibilities are provided in the ACCLM Student Handbook.

3.0 Policy

3.1 Principles

a) ACCLM 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.

b) ACCLM ensures prospective and current students are aware of their responsibilities in relation to satisfactory course progression through its enrolment processes, Student Handbook, orientation information and ongoing student support.

c) ACCLM ensures prospective and current students are aware of the support services available and how to access them.

d) Students are responsible for their own academic performance; however, ACCLM recognises the pivotal role academic and student support staff have in contributing to student success.

e) ACCLM is committed to ensuring the 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.

f) 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 specified course duration each student is required to progress satisfactorily in accordance with ACCLM requirements.

g) Satisfactory course progression includes regularly engaging with their learning material if studying online.

h) Satisfactory course progression includes the regular submission of assessments throughout the duration of the course.

i) ACCLM 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.

j) If a student is found to not be progressing satisfactorily or is considered a student "at risk" of not completing their course, ACCLM will contact the student and an appropriate intervention strategy will be discussed and initiated.

k) Intervention strategies will vary according to the student and academic staff will determine the best approach in discussion with the student.

l) 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.

4.0 Definitions

The following definitions apply for the purpose of this Policy.

4.1 Engagement

An engaged student is defined as a combination of 2 or more of the following:

a) Responding to the various communication types that you use, e.g. email, phone, WhatsApp or similar and Discussion Forums.

b) Attends tutorial sessions and workshops if they are available.

c) Engages with other students via the Student Support Hub, role play buddies and study groups etc.

d) Attends one on one scheduled sessions with yourself and contacts you if you're they need to cancel.

e) Open to creating an individual training plan whereby assessment due dates can be negotiated together whilst taking into consideration the students current set of circumstances.

f) Regularly accessing Canvas (at least once a month, but preferably more often), engaging with the general course content, your trainer tile and undertaking assessment prep when ready.

4.2 Academically at risk

This a term used to identify students who may be facing challenges that put them at a higher likelihood of falling behind academically or not reaching their full potential.

A Student is deemed 'Academically at Risk' if they:

a) Impede the learning of others.

b) Fail to engage with their studies for a continuous 60 day period or more.

c) Display an ongoing disinterest, disengagement, or lack of motivation in participating in recommended activities, discussions, or assessments.

d) Struggle with understanding and applying basic concepts or skills.

e) Experience ongoing challenges in completing assessments and meeting deadlines.

f) Has failed to meet any conditions previously imposed on their enrolment.

g) Has limited access to resources or support systems that can enhance their academic success.

h) Exceeds the maximum period allowed for attempting the course of study.

4.3 Intervention

A measure or action taken by ACCLM 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.

4.4 Extensions

Where a student has a case for not being able to complete a unit or their course as per their Training Plan, they may apply for an extension which will be assessed on an individual basis.

4.5 Course end date

Each course has a start and end date that is advertised on the ACCLM website and is included in the Student Training Plan, following enrolment into the course.

5.0 References and Associated Information

- Student Progression Procedure
- Student Support Policy
- Complaints and Appeals Policy
- Withdrawal Policy
- Deferral Policy
- Refund Policy
- Enrolment Terms and Conditions
- Standards for Registered Training Organisations (RTOs) 2015

6.0 Policy Ownership

Policy Owner	Director of Studies
Approval Authority	Chief Executive Officer
Date of Approval	21 September 2023
Effective Date	22 September 2023
Implementation Owner	Director of Studies
Maintenance Owner	Director of Studies
Review Date	October 2024

7.0 Amendment History

Version	Amendment Approval Date	Amendments made by (Position)	Amendment Details
V1.0923	n/a	n/a	Initial release.